**School reopening: risk assessment**

**St Anne’s Catholic School and Sixth Form College**

Consideration – safe return to school for staff and students

The guidance is focused on how the Department for Education (DfE) expects schools to operate in this new context. This includes:

* school operations
* curriculum, behaviour and pastoral support
* assessment and accountability
* contingency planning to provide continuity of education in the case of a local outbreak

The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school. We know that school is a vital point of contact for public health and safeguarding services that are critical to the wellbeing of children and families.

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

**Impact x Likelihood = Risk**

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| --- | --- | --- |
| **Impact** | **Score** | **Health and safety effect** |
| Critical/ Catastrophic | 5 | Multiple deaths of employees, service users, members of the public, etc. |
| Major | 4 | Death of an employee, service user, member of the public, etc. |
| Moderate | 3 | Serious injury (acute, chronic of life-changing) to employee, service user or member of the public requiring medical intervention. |
| Minor | 2 | Minor injury such as a bump or bruise that may require First Aid treatment and the person returns to work. |
| Insignificant/ Negligible | 1 | A day to day issue/problem but negligible harm would result. |

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| **Likelihood** | **Score** | **Expected frequency** |
| Almost Certain | 5 | Reasonable to expect that the event WILL undoubtedly happen/recur, possibly frequently and is probable in the current year |
| Probable / Likely | 4 | Event is MORE THAN LIKELY to occur, will probably happen/recur, but is not a persisting issue. Will possibly happen in the current year and be likely in the longer term |
| Possible | 3 | LITTLE LIKELIHOOD of event occurring. Not likely in the current year, but reasonably likely in the medium/long term. |
| Unlikely | 2 | Event NOT EXPECTED. Do not expect it to happen/recur. Extremely unlikely to happen in the current year, but possible in the longer term. |
| Very Unlikely /Rare | 1 | EXCEPTIONAL event. This will probably never happen/recur. A barely feasible event. |

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| **Overall risk rating: Impact x Likelihood = Risk** | | | | | | |
| **Likelihood** | **5** | 5 | 10 | 15 | 20 | 25 |
| **4** | 4 | 8 | 12 | 16 | 20 |
| **3** | 3 | 6 | 9 | 13 | 15 |
| **2** | 2 | 4 | 6 | 8 | 10 |
| **1** | 1 | 2 | 3 | 4 | 5 |
|  |  | **1** | **2** | 3 | 4 | 5 |
|  |  | **Impact** | | | | |

Green – Low Amber – medium Red – high

Guidance says that essential measures include

* a requirement that people who are ill stay at home

•  robust hand and respiratory hygiene

•  enhanced cleaning arrangements

•  active engagement with NHS Test and Trace

•  formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable.

This Risk Assessment has been written with regard to Black, Asian and Minority Ethnic student and staff.

We have also considered both the school opening guidance and the post 16 open guidance

School employers and leaders are required by law to think about the risks the staff, pupils and young people face and do everything reasonably practicable to minimise them, recognising they cannot completely eliminate the risk of coronavirus."

Details of behaviour and sanctions are in the Pastoral guidance document which will be shared with Student and Staff.

REVIEW OF RISK ASSESSMENT: as required – following feedback from staff and pupils.

Weekly agenda item on Senior Leadership Agenda with invited Union Representatives

| Hazard | who might be harmed | controls to be put in place | who will be REVOEresponsible | when the controls need to be in place by | additional notes  and risk score |
| --- | --- | --- | --- | --- | --- |

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| Pupils enter the school with COVID-19 Symptoms | All | Ensuring that pupils, staff and other adults do not come into the school if they have [coronavirus (COVID-19) symptoms](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus), or have tested positive in the last 14days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). All schools must follow this process and ensure all staff are aware of it.  If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>  which sets out that they must self-isolate for at least 10 days and should [arrange to have a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms  How to self-isolate  You must not leave your home if you're self-isolating.  Don't   * do not go to work, school or public places – work from home if you can * do not go on public transport or use taxis * do not go out to get food and medicine – order it online or by phone, or ask someone to bring it to your home * do not have visitors in your home, including friends and family – except for people providing essential care * do not go out to exercise – exercise at home or in your garden, if you have one   Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/), or ordered by telephone via NHS 111 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. | All | Always | Low if not followed Amber/red |
| Social Distancing & Own cleanliness & clothes and Toilet use. | All | There will be a minimum of staff attending meeting offsite until further notice. All requests must be made via the normal route.  Staff expectations in the classroom   * Maintain distance from pupils, staying at the front of the class, and away from their colleagues where possible.   Staff are strongly advised to wear a visor   * Ideally, maintain 2 metres distance from each other, and from children. * avoid close face to face contact and minimise time spent within 1 metre of anyone * Ventilation in the room * Front facing desks     One way system where possible for everyone  Toilet use - Toilets supervised from 08:20 every morning:  • Managing entry  • Rota of staff for this.  Toilets will be locked – pupils are to go to the admin office and press the bell in the corridor for staff to open them.  We actively encourage pupils to use the toilets during lesson time rather than wait until social times to reduce the usage at busier times of the day.  The school will follow the guidance on face coverings in school  <https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education> | All | Daily | Reminder to use hand sanitiser when entering school.  Use hand sanitiser when entering classrooms ( hand sanitiser outside every classroom)  Clear signs around school Catch it Bin it Kill it  Clear signs around school showing expectations to stay in year groups and use the one way system.    Clear message on front door for no one to enter if they feel unwell – they are advise to ring or email info@  Everyone is required to wear a face covering in corridors and outside spaces (expect when eating)  Low |
| Transport | All | <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>  please follow this guidance  Face Covering:  “Face coverings are required at all times on public transport (except children under the age of 11), when attending a hospital as a visitor or outpatient, or when in a shop or a supermarket.”  School minibus:  Normal safety check to be undertaken weekly and before the minibus is used in addition.  Follow the government guidance: <https://www.gov.uk/government/publications/coronavirus-covid-19-safer-transport-guidance-for-operators/coronavirus-covid-19-safer-transport-guidance-for-operators>   * Own minibus   + Cleaning before and after   + Hand Sanitiser at start and end   + Ensure staff are sat in safe places   + Ensure everyone uses the same seat to travel in both directions. * Hired coaches/buses – which will be kept the minimum.   (All but one year 12 trip cancelled for the autumn term)  Use primarily for Offsite PE   * + Cleaning before and after (Get assurances from company)   + Hand Sanitiser at start and end (Get assurance from company)   + Organise queuing and boarding.   + Consider the risk to/from the driver of the vehicle in terms of transmission   + Safe exit from vehicle and destination (avoiding members of the public)   + Ensure staff are sat in safe places   .   * + Ensure everyone uses the same seat to travel in both directions   + Get company’s risk assessment and check we’re happy with it. With their cleaning protocol | All  All | Daily  At all time | Face Coverings are to be worn by everyone in corridors  Government advice currently states that Students should not wear face coverings in class.  Teachers may wear the visor provided to teach this is because they are moving between year groups.  Distance protocols and hand hygiene are still paramount importance.  Low |
| On Arrival | All | Students can arrive as early as 8:00 am if they would like and we will ask them to wait in one of their year group tutor bases  11-16: Can enter through either entrance  Sixth form: must only enter via Sixth Form Centre  Staff in classrooms from 08:30 every day to welcome tutees.  Students straight to their tutor base on arrival, following one way system unless arriving before 08:30 and classroom is a science lab, in which case they can go to a non-science lab tutor base for their year group until 08:30.  Toilets supervised from 08:20 every morning:  • Managing entry  • Rota of staff for this.  Staff to be mindful when they get out of their car to maintain distance where possible. Depending on your arrival departure time you may need to wear a face covering if you are going to enter a busy school.  Visitors to wait outside until reception is clear before entering. No one should enter if they are not well.  To avoid the need to use the changing rooms, we ask that students who are doing PE come into school wearing their PE kits, which they will be able to wear for the whole day. The students may wish to wear their school jumper over their PE kit for other lessons | staff | Daily | Staff on the gate to remind students to use the hand sanitiser – face coverings to be worn until reaching their tutor base. Or staff member reaches their office/classroom.  Low if precautions are followed  Signs on the reception door asking everyone not to enter if unwell.  Low if precautions are followed |
| During the day | All | Pupils – we mitigate risk by:  maintaining socially distance year groups from each other  staggering lesson changeover,  reiterating expectations,  Student must enter the classroom and sit down – they need to remain in their places and not move around the classroom.  clear sanctions in place for breaching health and safety as per the Pastoral guidance document.  The lesson times and year zones will be organised to comply with government guidance of safe return to school  Staff briefing and meetings will take place via teams or zoom.  Staff will have nominated areas for breaks Staff room not to be used by all staff to avoid overcrowding. Staff teams will be given their own spaces to meet.  In order to undertake the supervision needed more staff will need to be on duty each day. Everyone is required to wear a face covering in corridors and outside spaces (except when eating) | All  staff | Always | Low |
| Departure | All | Student to be dispersed at different times to allow a small-time gap  No afterschool activities will take place during this initial period as that would mean year group will not be maintained. The homework club may be able to operate depending on number of pupils  Staff to allow distance when getting into cars when leaving the premises Everyone is required to wear a face Coverings in corridors |  |  | Parents are asked to ensure their daughter can leave the school site at 3:25 – no after school clubs will take place. |
| Visitors departure | All | All visitors to leave a contact telephone number.  Visitors will be signed in by reception.   * visitor to school should be kept to the minimum as per government guidance. * Essential visitors need to provide details of : * Full name * Telephone number * Company name * Company telephone number * Reason of visit * Everyone they saw. * All visitor should follow the school protocol for being COVID-19 Safe; wear a face covering in corridor, use the one way system. | The visitor  Member of staff  Reception | Daily | Vital information for track and trace.  Amber if in contact with someone who later is tested and COVID-19 confirmed |
| Contact with someone suffering from coronavirus | All | Everyone will be asked not to come into school if they or anyone they live with is experiencing coronavirus symptoms, and instead follow official [self-isolation guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection). Regular reminders will be given about this.  Anyone self-isolating with symptoms will be encouraged to access [testing](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested), and the school will help them do this.  If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up.  999 will be called if they are seriously ill or injured or their life is at risk.  In the case of a symptomatic pupil who needs to be supervised before being picked up:   * If a distance of 2m can’t be maintained; due to the care the person requires, supervising staff will wear a fluid-resistant surgical mask * If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron; obtained from the stock of sterile PPE kits   Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.  A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following [decontamination guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings).  If a pupil or a staff member working with pupils tests positive for coronavirus, or if we have a suspected case the school will contact Public Health England for advice and follow advice given.  If other cases are detected at school, the local health protection team from Public Health England will be in touch to advise on appropriate action, such as asking more people to self-isolate. |  |  | Staff of the student – will sit the student outside the classroom and send another student to admin office (ring the bell on the outer door) to ask them to inform welfare.  The welfare person will collect the student and maintain a 2 metre distance both the student and the welfare officer must wear a face covering while walking to the medical room  While establishing the problem – the student will then be taken to the Medical room whilst maintaining the distance.  If the symptoms are COVID-19 then welfare staff to put on the sterile PPE provided. Welfare person should not be in the medical room but wait outside in their PPE equipment  Parents to be called immediately then when collected the student to be taken through to Rockstone Place or through the quad to meet the parent. Welfare staff are to remain with PPE on until the student has left the premises  Welfare Staff to familiarise themselves with this protocol please <https://www.youtube.com/watch?v=-GncQ_ed-9w>  Welfare Staff to wash their hands for 20 seconds and use hand sanitiser once the pupil has left the school .  The medical room to be given a deep clean before anyone else uses it – cleaning staff to wear PPE during this clean.  Medium |
| Eating and drinking in School  Break times | Students will be directed to the canteen in year groups. Year 7 can eat hot food in the canteen or eat non hot food in their Zone in the playground other year groups to take back their food in paper containers either outside to the playground, and indoors in bad weather.  The playground will be divided into section for year 7, 8, 9 and 10 who want to be outside. Year 11 allocated place is the quad. Everyone is to walk around the site being mindful of distances and direction. Absolutely no running or rushing. . |  |  | Pupils will be encouraged to bring a packed lunch and drink  LOW |
| Spreading infection due to touch, sneezes and coughs | Sanitiser facilities will be provided on entry to school and also outside every classroom.  Offices will have the smaller desk tops sanitiser bottles  Everyone in school will:   * Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using [NHS guidelines](https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/), or use alcohol-based hand sanitiser to cover all parts of their hands * Clean their hands on arrival, before and after eating, and after sneezing or coughing * Be encouraged not to touch their mouth, eyes and nose * Use a tissue or elbow to cough or sneeze, and use bins for tissue waste * No movement around the classroom once the class is seated.   Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.  Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they’re not close to running out.  Bins for tissues, will be emptied throughout the day. |  |  | Site staff to check all sanitiser throughout the day and advise the site manager when further stocks are required.  Both staff and student will use the sanitiser when entering the room.  Good hygiene and cleaning are paramount  Low |
| Spreading infection through contact with coronavirus on surfaces | The school will follow the Governments advice on cleaning:  <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>  Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:   * Banisters * Classroom desks and tables * Toilet facilities (including taps and flush buttons) * Door and window handles * Furniture * Light switches * Reception desks * Teaching and learning aids * Computer equipment (including keyboards and mouse) * Sports equipment * Telephones   Biometric scanners  Toilets will be cleaned throughout the day.  Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day.  If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following [decontamination guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings). |  |  | Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day.  Unnecessary items, items that are hard to clean will be removed from areas being used and stored elsewhere.  Any equipment that is shared will be cleaned by technician for specialist areas or cleaning staff Oher year groups won’t use the equipment simultaneously.  Cleaning of all used area will happen either before or after school or during the day where thought appropriate.  Cleaning supplies will be topped up regularly and monitored to make sure they’re not close to running out.  Staff will use hand sanitiser if handling pupils books.  Low if measures are followed |
| Spreading infection due to excessive contact and mixing between pupils and staff in classrooms | Pupils and students will be:  grouping children together in year groups  avoiding contact between groups  arranging classrooms with forward facing desks  staff maintaining distance from pupils and other staff as much as possible. In corridors and outside spaces a face covering should be worn.  Also  Reminding pupils and parents regularly of the school’s expectations and commitment to keeping everybody safe  Reminder of the Pastoral Guidance document. |  |  | Careful classroom planning for year group whilst maintaining and full and balanced curriculum.  Careful planning of breaks and lunch  Low |
| Spreading infection due to excessive contact and mixing between pupils and staff around the school | Pupils will be kept in the same year groups at all times each day where possible .  Pupils will move around school at slightly different times  Pupils will stay in the same classroom at the same desk throughout the lesson.  Pupils will be supervised at all times to ensure mixing between groups doesn’t occur, and they will be reminded about the rules throughout the day.  Toilet use will be managed to avoid crowding.  Staff use of staff rooms and offices will be arranged to allow best distancing  Staff and contractors not working with pupil groups will be asked to maintain 2m distances from each other and from the pupil groups.  Face Covering to be worn in all corridors and outside spaces. |  |  | Bell for lesson changes to allow movement around school.  Department to have allocated break area to use if they wish. They may stay in the classroom they are in if preferred.  If discussion is needed use a phone (to be cleaned afterward or email or send a Team message  Low |
| Spreading infection due to the school environment | [Checks to the premises](https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak) will be done to make sure the school is up to health and safety standards before reopening.  Bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.  Bins will be regularly emptied by site team and cleaners.  Outdoor space will be used for exercise and breaks, where possible. |  |  | All checks have continued throughout the closure for the safety of staff and pupils on site.  Areas in use will be well ventilated by opening windows or using ventilation units.  Doors will be propped open, where fire safety and safeguarding wouldn’t be unduly compromised. |
| Spreading infection due to excessive contact and mixing in meetings | Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents, visitors and governors. |  |  | Staff to continue to use Teams where possible or emails or telephone calls as appropriate.  Low |
| Individuals vulnerable to serious infection coming into school | The school will continue to follow Government advice regarding everyone who is shielding. Due to be updated on the 1st August 2020.  Regard has been given to advice for Black, Asian and minority ethnic community  <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892376/COVID_stakeholder_engagement_synthesis_beyond_the_data.pdf>  Where felt necessary individual Risk Assessment can be written for both Staff and pupils.  Pregnant staff and visitor should follow government advice.  Advice for those who are [clinically-vulnerable, including pregnant women](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people) |  |  | Medium    Anyone wishing to wear a face covering or PPE will require a doctor’s letter establishing the medical need.  If an individual wishes a personal Risk Assessment they should speak to the Headteacher. |