



**COVID 19 RISK ASSESSMENT FOR ST. GREGORY’S SCHOOL – OPERATIONAL RISK ASSESSMENT FOR SCHOOL REOPENING.  
JUNE 2020**

<b>MEMBERS OF STAFF DRAWING UP POLICY</b> MARGARET KOLANOWSKA HT + CAROL MURPHY SBM	<b>DATE OF ASSESSMENT OF RISK</b> 1 <sup>ST</sup> JUNE 2020	<b>DATE OF REVIEW</b> 1 <sup>ST</sup> JULY 2020	<b>PARTIES COVERED :</b> STAFF, PUPILS, PARENTS, VISITORS, VOLUNTEERS, CONTRACTORS
<p>Purpose of Risk Assessment : the document sets out identified risks, decisions made in respect of control measures and staff responsible for taking related actions.          The Risk Assessment should be read in conjunction with DfE guidance on school reopening and St. Gregory’s Phased Reopening Plan</p> <p><a href="https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020">https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020</a></p> <p><a href="https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools">https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools</a></p> <p><a href="#">St. Gregory’s School context + outcomes intent for phased pupil return</a></p>			
<b>RELEVANT SCHOOL POLICIES</b> Health & Safety Policy Medical Policy Child Protection + Safeguarding Policy Reporting of Injuries, Diseases+ Dangerous Occurrences (RIDDOR) 2012 Health Protection (Notification Regulations 2010) Public Health England (PHE) 2017	<b>LOCAL AUTHORITY DOCUMENTATION</b>  From response to recovery: a phased approach to securing full-time education provision for all pupils in Ealing Phase 1 May to July 2020  Coronavirus Schools coronavirus planning framework May 2020	<b>RECENT GOVERNMENT GUIDANCE</b>  <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</a>	

Health protection in schools & other childcare facilities	Covid 19 Generic Risk Assessment template for schools and childcare settings					
<b>IMPACT RISK RATING (A)</b> <b>5 Extreme</b> <b>4 Major</b> <b>3 Moderate</b> <b>2 Minor</b> <b>1 Negligible</b>		<b>LIKELIHOOD RISK RATING (with controls in place) (B)</b> <b>5 Very Likely</b> <b>4 Likely</b> <b>3 Possible</b> <b>2 Unlikely</b> <b>1 Very unlikely</b>		<b>OVERALL RISK RATING</b> <b>IMPACT X LIKELIHOOD + 1</b>  ≤10 low 10 – 19 medium 20-30 high		
<b>SPECIFIC CONCERN/RISK</b>	<b>CONTROL MEASURES</b>	<b>ACTION + RESPONSIBLE PERSONS</b>	further checks/follow up	<b>IMPACT</b> <b>A</b>	<b>LIKELIHOOD OF OCCURRENCE WITH CONTROLS MEASURES IN PLACE</b> <b>B</b>	<b>OVER ALL RISK</b> <b>(AxB)</b> <b>+1</b>
<b>Capacity of teaching staff on site</b> risk of insufficient staff numbers for increased number of pupil classes (=bubbles) as per DfE proposal (yrs 6,1 &R)	Ascertain staff numbers for working on site as per DfE guidance + gather medical evidence.  Requirement for teachers to teach pupils in different year group to own.  Requirement for teachers to remain with same pupil bubble reduces capacity.  School to readmit Year 6 pupils from 15 <sup>th</sup> June and reassess capacity to open to further year groups on weekly basis.  School to prioritise key worker pupils over Years 1 and Reception and others as guided by LA. Parents to be advised accordingly.	MK to collate information and allocate teachers to bubbles.  MK/CM to assess numbers on weekly basis and make decision in respect of further opening – advise staff/parents/governors/LA.	in case of teacher sickness, deploy support staff to lead pupil bubbles under teacher direction  Friday non-contact time to be used to assess current situation + take next step measure as appropriate	<b>5</b>	<b>3</b>	<b>16</b>
<b>Capacity of non-teaching staff on site</b>	Ascertain staff numbers for working on site as per DfE guidance + gather medical evidence.	CM to collate information and provide rotas.  Non-teaching staff to have zero pupil contact	In case of staff absence, teaching support staff to swap role to support office	<b>3</b>	<b>3</b>	<b>10</b>

	Staff rotas in place to enable safe distancing and minimise contact with pupils reduce capacity		Controls in place to minimise cross –school contact			
<b>Risk of reduced key role capacity on site + inability to cover essential functions</b>	<p>Two DSLs on site HT/Senco – one off site DHT DHT works off site and can continue to carry out DSL function in case of lack of DSLs on site – offsite provision meets DfE requirement</p> <p>HT/Senco/SBM hold regular meetings to keep Core Team up dated of provision, developments, problems and actions. In case of one/more absence, roles can be interchanged + key documentation available on SLT drive (Covid 19 file) relating to Covid action planning.</p> <p>First Aid – provision –Medical Officer is key person carrying out welfare duties and this is MO’s sole role. All support staff, Site Manager &amp; sports lead have welfare training enabling MO role to be covered in case of absence. New medical room contains all pupil records, action logs for ease of reference.</p> <p>Site Management – school has support SM in case of sickness</p>	<p>MK/CM/HB to ensure key documentation is filed for ease of reference/access in case of absence.</p> <p>MK to provide off-site DHT with regular updates to enable effective handover in case of sickness</p>	Friday non-contact time will be used to review provision as appropriate and set actions for following week	5	3	16 (DSL)
				5	3	16 (SLT)
				4	2	9 (Medical)
				4	3	13 (site)
<b>Reduction in capacity to deliver remote learning due to increased requirement for attendance on site</b>	DHT + Phase leaders + class teachers who are shielding tasked with remote planning tasks	DHT who is shielding leads on remote planning to maintain good standard in terms of quantity/quality of provision. Feedback to pupils tasks scaled back + parents informed	in case of sickness of shielding staff, pupils/parents will be sign-posted to Oak Academy Resources	3	2	7

<p><b>Work on site with increased pupil numbers endangers health of</b></p> <ul style="list-style-type: none"> <li>• <i>extremely clinically vulnerable staff</i></li> <li>• <i>clinically vulnerable staff</i></li> <li>• <i>extremely CV members in staff households</i></li> <li>• <i>Staff in BAME groups</i></li> </ul> <p><b>who become infected leading to severe symptoms and potentially death</b></p>	<p>All staff with underlying health conditions (or those living with ECV and/or CV persons) and/or from vulnerable groups have been instructed to make themselves known. All members in these groups have been directed to seek medical advice prior to return to school. School holds medical records and updates as required.</p>	<p>Staff provided with DfE guidelines in respect of ability/fitness for work on site. Staff at risk (or with household members who are at risk) are directed to work from home</p>	<p>School to keep abreast of changes in DfE thresholds for work and apply as appropriate.</p> <p>Staff to alert school to any change in medical condition</p>	<p><b>5</b></p>	<p><b>1</b></p>	<p><b>6</b></p>
<p><b>Risk of infection for staff working with increased numbers of pupils</b></p> <p>Staff could become infected with Covid19 which can lead to range of symptoms from mild to severe and, in rare cases, death</p>	<p>Pupil learning groups will range from 8 to 11 in number depending on classroom capacity to allow for 2m distancing (pupil/pupil and pupil/adult).</p> <p>1 Teacher to be allocated to one group until the end of term.</p> <p>There will be no cross over between groups to allow for swift track/trace response in case of infection.</p> <p>Teaching assistants will support groups from a distance (lunch/break rotas, toilet supervision) and will not routinely come into contact with pupils.</p> <p>On first day of school, pupils will be given induction with guidance in respect of safe distancing, toilet access, playground access, lunch/break procedures, hand-washing</p> <p>Clear expectations shared with pupils/parents in advance of return to school.</p>	<p>MK to lead small staff group info. sessions to prepare teaching staff for safe return.</p> <p>Teachers provided with sufficient time to prepare areas, resources to ensure distancing can be maintained.</p> <p>CM to organise site resources to minimise infection risk (bubble colours, signage, sanitisers, cleaning equipment)</p>		<p><b>4</b></p>	<p><b>3</b></p>	<p><b>13</b></p>
<p><b>Risk of insufficient site capacity to safely accommodate increased numbers of pupils and staff in building</b></p>	<p>Measure classrooms for maximum number of work stations allowing for 2metre distance between pupil/pupil and pupils/teacher.</p> <p>Establish restrictions to movement around the school to prevent congestion in common areas</p>	<p>Work stations set out in line with safe distancing.</p> <p>2m child-friendly markers in common areas + clear signage</p>	<p>Teachers to prepare classrooms weeks of 8/6 and 15/6</p> <p>CM/KR to install signage</p>	<p><b>4</b></p>	<p><b>2</b></p>	<p><b>9</b></p>

	<p>Open second staffroom area (two in total) for use by limited numbers of adults on rota basis</p> <p>IT room to be used by one group per day. Pupils trained in equipment cleaning procedures prior to lesson start and at end. Support staff to clean equipment again after pupils have left suite.</p> <p>Weekly review to assess capacity (with particular regard to increased numbers in CC) and cap numbers if capacity exceeded</p>	<p>Pupils to be escorted / within sight of adults at all times. Corridors do not lend themselves to one-way system but classrooms are well spaced out across floors to prevent congestion and staff will lead pupils travelling across school.</p> <p>Pupil induction on day of return to explain measures</p> <p>Increased staff supervision of pupil movement outside of classroom</p> <p>Staggered break + lunch times for pupils and staff</p>	<p>Support staff to prepare second staffroom week of 8/6</p> <p>MK/CM to regularly review capacity vs. pupil numbers</p>			
<p><b>Risk of insufficient site capacity to safely accommodate increased numbers of pupils and staff in outside playground and field areas</b></p>	<p>Staggered break and lunch time rotas</p> <p>Designated play areas for pupil bubbles</p> <p>Site clearly marked + signposted to ensure safe distancing and fixed pupil groupings</p>	<p>MK Rotas shared with all staff prior to phased re-entry</p> <p>CM/KR Outside 'bubble' areas clearly marked out</p> <p>Regular reminders to pupils by teachers</p>		<b>4</b>	<b>2</b>	<b>9</b>
<p><b>Risk of infection at pinch points (entry/exit)</b> Staff, parents, pupils could become infected with Covid19 which can lead to range of symptoms from mild to severe and, in rare cases, death</p>	<p>Staggered start/end of school day.</p> <p>2 school entrances open for use.</p> <p>1 additional entrance used as emergency exit/entry for staff if required.</p>	<p>MK to inform parents of restrictions in advance + provide School Welcome Pack to exemplify procedures to share with children prior to school restart</p>	<p><i>Risk has been calculated at 9 if all controls are adhered to by parents/pupils. School cannot take responsibility for safe distancing of pupils/parents outside of school gates</i></p>	<b>4</b>	<b>2</b>	<b>9</b>

	<p>Conveyor-belt system for parents to drop off pupils. No stopping, 1 Teacher collects pupil bubble at any one time. Support staff on hand to monitor entry/exit at beginning and end of day.</p> <p>Late arrivals will be required to wait outside of school gate until all bubbles have been admitted. Member of support staff will collect each pupil individually, in turn and escort to class</p>					
<p><b>Risk of virus transmission due to poor social distancing</b> Staff/pupils could become infected with Covid19 which can lead to range of symptoms from mild to severe and, in rare cases, death</p>	<p><b>Social distancing alerts given by way of :</b> Info shared at staff meetings Visual signage Adult to pupil reminder Adult to adult reminder Pupil to pupil reminder (bubble ambassadors)</p> <p>Organisation of seats/workstations etc. (see capacity section).</p> <p>Staff patrol in common areas to prevent groupings, congestion</p> <p>Behaviour Addendum shared with pupils and parents in advance of reopening provides clear message of importance of social distancing with potential to exclude pupils who are unable/unwilling to adhere to regulations.</p>	<p>CM – Signage MK/HB/CM – regular staff updates/reminder in briefings meetings Teachers – carry out pupil induction.</p> <p>HAND STRETCHED OUT using <b>'STEP BACK'</b> slogan</p>		<b>4</b>	<b>3</b>	<b>13</b>
<p><b>Risk of virus transmission due to pupil non-compliance with amended Behaviour Requirements.</b> Staff who intervene to regulate behaviour could become infected with Covid19 which can lead to</p>	<p>Amended Behaviour for Learning policy (Addendum) shared with staff, parents and pupils in advance of pupil return.</p>	<p>MK to finalise B4L addendum by 11<sup>th</sup> June to share with stakeholders</p>		<b>4</b>	<b>3</b>	<b>13</b>

range of symptoms from mild to severe and, in rare cases, death	Sanctions in case of repeated, deliberate non-compliance will include exclusion from site and pupil will be directed to continue with remote learning.					
<b>Cleaning/hygiene routines are insufficiently robust to prevent spread of virus leading to infection of staff/pupils</b>	<p>Each bubble will have allocated cleaning equipment including antibacterial wipes, antibacterial spray and cloths.</p> <p>Staff will direct pupils to clean surfaces at own workstation at beginning/end of school.</p> <p>Any shared resources will need to be cleaned by staff/pupils daily.</p> <p>A full clean will be carried out at the end of the school day. In addition a cleaner will be on site between 11:30am – 1:30pm daily to clean the toilets, door handles and handrails and any other common areas.</p> <p>In Reception any resources used and shared within the bubble will need to be cleaned daily by the Reception team.</p> <p>Adults + children are to wash hands on entry, before break, after break, before lunch, after lunch, before leaving school, after toilet use or if they cough/sneeze. Hand washing is the preferable method and hand sanitiser may be used additionally. When children return to the toilet and return to the classroom they will be required to use hand sanitiser when returning to class.</p> <p>Pupils to use sinks in classroom, in toilet areas and there will be additional sanitiser units located outside.</p> <p>All rooms will be kept well ventilated – open windows and doors to remain open. This</p>	<p>Staff to familiarise themselves with required routines prior to pupil return and adhere to these on daily basis.</p> <p>CM/KR to ensure increased cleaning routines are maintained</p>		<b>4</b>	<b>2</b>	<b>9</b>

	<p>contravenes fire regulations however risk of spreading virus is greater than fire risk. In the event of fire alarm, doors must be closed upon exit from classroom.</p> <p>Bins to be used to dispose of tissues and these will be emptied as part of the midday cleaning routine</p>					
<p><b>Risk of virus spread via touch on surfaces</b> Staff/ pupils could become infected with Covid19 which can lead to range of symptoms from mild to severe and, in rare cases, death</p>	<p>Pupils/staff wash hands at regular intervals. Each classroom has sink + liquid soap</p> <p>No gatherings, assemblies, common lunch. Pupils remain in own bubble at all time. Bubbles are colour coded for ease of recognition.</p> <p>Pupils wear bubble colour and use own colour areas (allocated toilet cubicle + sink)</p> <p>Pupils have individual resources in zip wallet and remain at allocated work station in class. Shared resources kept to minimum and cleaned at regular intervals.</p> <p>Each bubble has own outdoor play equipment.</p> <p>For younger year groups, where outdoor play equipment is used (eg climbing frame) – this is cleaned at end of day</p> <p>Indoor/outdoor equipment is minimised. Library closed. Classroom areas taped off and out of use (classroom library, other resources).</p> <p>Increased cleaning routines at end of day and midday.</p>	<p>KR to carry out daily stock checks and replenish cleaning materials.</p> <p>KR to fix additional hand sanitiser units outside.</p> <p>CM to provide colours for teachers to distribute</p> <p>Teachers prepare learning packs prior to reopening</p> <p>Teaching support staff carry out regular checks/wipe downs</p> <p>KR to tape off/close risk areas prior to reopening</p>				



<p><b>Use of PPE</b> - lack of adequate PPE leads to staff infection if administering to medical/welfare needs of pupils</p>	<p>Members of staff caring for pupils who are unwell to use PPE</p> <ul style="list-style-type: none"> <li>• Disposable gloves</li> <li>• Disposable apron</li> <li>• Fluid resistant mask</li> <li>• Eye Protection (if dealing with incident involving bodily fluids)</li> </ul> <p>Parents will be requested to provide face covering for pupils who suffer from hay-fever resulting in coughing/sneezing despite taking medication. A separate risk assessment will be carried out and medical evidence required for pupil to remain on site.</p> <p>Guidance + training provided to all staff working with pupils</p>	<p>PPE training delivered (5<sup>th</sup> June 2020/Medical Officer).</p>		<p><b>5</b></p>	<p><b>2</b></p>	<p><b>11</b></p>
<p><b>Risk of inadequate cleaning supply stock including PPE leads to risk of infection spread</b></p>	<p>CM/KR to carry out regular stock checks and ensure orders placed in advance to prevent shortfall.</p> <p>School responded swiftly to initial lock down and has maintained has good stock levels of all cleaning materials and PPE at all times</p>	<p>Staff to alert CM if stock levels deplete more rapidly than anticipated norm.</p>		<p><b>4</b></p>	<p><b>3</b></p>	<p><b>13</b></p>
<p><b>Pupils requiring medical attention in case of injury or other medical may carry and transmit virus to others leading to infection</b></p>	<p>Medical area relocated to 'huts' to increase space and enable social distancing. Huts have ample outdoor surround to enable treatment outdoors, weather permitting. Huts have sinks and own toilet areas. All medical resources transferred from small welfare room.</p> <p>Medical officer provided with PPE equipment to be worn if tending to pupil medical need/injury.</p>	<p>Medical officer will carry out check of medical conditions for all pupils returning to school and prepare records/risk assessments to share with teachers.</p> <p>MO to adhere to Medical Policy procedures for all medical administration</p>		<p><b>4</b></p>	<p><b>2</b></p>	<p><b>9</b></p>

	<p>No contact sport, no group games will reduce likelihood of injury.</p> <p>In case of sickness, Medical Officer to be alerted by phone and pupil to be seated outside (weather permitting) or in adjacent hut + parents contacted for collection. Pupil must be tested for CV – if positive, pupil will not be permitted back into school for 7 days and other pupil bubble members will leave site as soon as possible and will not be permitted to return to school before 14 days have passed. If negative, pupil may return to school (if well enough to do so).</p> <p>Pupil medical supplies will be kept in Medical Hut and MO will travel to pupil bubbles to administer as appropriate (asthma inhalers, epi-pens, other) to minimise movement across school. Medical officer to wear PPE for all medical call outs.</p>					
<p><b>Pupils who have suspected and confirmed cases of Covid19 transmit virus to others</b></p>	<p>Parents of pupils returning to school required to carry out temperature check prior to leaving home. In case of raised temperature or any other symptoms of illness, pupil to remain at home until temperature falls/reason for temperature is confirmed and/or other symptoms pass. If pupil develops symptoms compatible In case of sickness, child should take Covid19 Test. If positive, must remain at home in isolation for minimum of 7 days and parent must alert school to enable all persons having had previous contact to be informed and to leave site and self-isolate for 14 days.</p>	<p>Parents to be advised of requirements by letter/email in advance of pupil return. Staff and MO familiar with school procedures. Staff to read and sign off risk assessment to confirm understanding of procedures (before pupils return).</p>		<p><b>4</b></p>	<p><b>3</b></p>	<p><b>13</b></p>

	<p>If pupil becomes sick at school, Medical Officer to be alerted by phone and pupil to be seated outside (weather permitting) or in adjacent hut + parents contacted for collection. Pupil must be tested for CV – if positive, pupil will not be permitted back into school for 7 days and other pupil bubble members will leave site as soon as possible and will not be permitted to return to school before 14 days have passed.</p> <p>If negative, pupil may return to school (if well enough to do so).</p>					
<p><b>Risk of fire outbreak requires different evacuation procedures to include social distancing + staff/pupils knowledge of revised evacuation routes</b></p>	<p>Revised evacuation procedures for pupil bubbles.</p> <p>Fire exit rerouted to enable social distancing</p> <p>Fire assembly points, colour coded for bubbles</p>	<p>CM/KR to action staff training prior to June 15<sup>th</sup></p> <p>MK/CM/KR to action pupil drills in week of 15<sup>th</sup> June</p>		<b>4</b>	<b>2</b>	<b>9</b>
<p><b>Visitors to site increase risk of transmission</b></p>	<p>Office closed to all visitors. Communication with school by phone/email. Meetings held by remote access.</p> <p><b>Where it is deemed essential to hold site meeting, following procedures will be used:</b></p> <p>Contact-less signing in procedures to minimise surface viral spread.</p> <p>All visitors required to use hand sanitiser upon arrival.</p>	<p>CM to facilitate change in sign –in systems with notices in place for visitors advising of new procedures</p> <p>All staff alerted to revised meeting protocol.</p> <p>Meeting ‘hosts’ to ensure visitors follow required procedure.</p>		<b>3</b>	<b>3</b>	<b>10</b>

	<p>Visitors directed to confirm that they are currently in good health + are not showing Covid19 related symptoms</p> <p>All meetings with non-staff members planned in advance to enable meeting to be held in designated spaces to meet H+S requirements.</p>					
<p><b>Transport to and from school – increased risk of infection if Public Transport used.</b></p>	<p>Staff and parents/pupils encouraged to walk/cycle/drive to school. Where a staff member is unable to walk/cycle/drive to school, school will consider part-funding taxi service to reduce risk of infection.</p> <p><b>Pupils/staff using public transport from 15<sup>th</sup> June are required to wear face covering.</b></p> <p><u>For disposable masks :</u> School will provide disposal bin and sanitiser to use prior to entry to school. Pupils/staff to bring new, unused face-mask for return journey home.</p> <p><u>For cloth face- coverings :</u> Pupils/staff to remove mask prior to entering building and seal in plastic bag securely tying handles and storing in rucksack/school bag. Clean hands with sanitiser. Pupils/staff to bring new, unused mask for return journey home.</p>	<p>Parents/pupils advised of school recommendations prior to return to school.</p> <p>Parents/pupils advised of face mask procedures prior to return to school.</p> <p>All advised to follow <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></p>		<b>3</b>	<b>3</b>	<b>10</b>
<p><b>Staff and pupil mental health adversely affected by CV incl. family illness, bereavement, isolation</b></p>	<p>Recovery Curriculum provided in first week of return to school. Dealing with Bereavement training provided for key team</p> <p>Staff access to support programmes: LA provision – Work Options <a href="mailto:Aida.Waleed@workplaceoptions.com">Aida.Waleed@workplaceoptions.com</a></p>	<p>HB to facilitate training for staff in trauma-informed approaches to T+L.</p> <p>Bereavement Team to disseminate principles of best practice to support</p>		<b>3</b>	<b>3</b>	<b>10</b>

	Diocesan provision – TBC	pupils/staff suffering bereavement. Staff signposted to Employee Assistance Programme				
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