

Covid-19 RISK ASSESSMENT – St Joseph’s College



Assessors name: George Mantillas (Deputy Head)	Date of Assessment: October 2020 (updated Jan 2021)	Activity/Task: Using School post COVID-19 pandemic lock-down
Directorate: Education	Service: Secondary Schools (Croydon) Group:	Headteacher: David Garrido

Hazards	Who may be harmed & How	Controls and Actions	Risk Rating	Actions by whom & when	Implemented Y/N
Exposure to COVID-19	Anyone exposed to the virus or an infected person may contract Covid-19 – with associated range of health outcomes	<p>Check latest Government guidance on a daily basis. https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</p> <p>Communication sent to parents and staff to remind of guidelines and actions for symptomatic individuals.</p> <p>Attendance: Parents reminded of legal obligation to send their children to school from start of term 2020/21.</p> <p>Parents informed of requirement for all students to wear a face covering when moving through communal areas inside the building. 6th Formers are required to wear face covering when in the study centre.</p>	H	SLT	Y
Shortage of staff	Students & Staff	<p>Space allocated where class groups can be accommodated separately in the same area with bubble maintenance being adhered to.</p> <p>Staff to provide evidence of shielding and medical evidence if in high risk group. If contacted by the track and trace system, staff should inform the school for daily lateral flow testing.</p>	M	SLT	Y

		Any member of staff or student who could be symptomatic should be tested immediately.			
Staff providing support to teaching and room organisation	Staff and students	<p>Only staff who are supporting students with an EHCP will be considered for any face-to-face provision.</p> <p>Staff to maintain social distance (2m), remaining in department/faculty bubble groups where possible. Non-curriculum based meetings are cancelled, with all cross department meetings taking place virtually. Staff should not have meetings or consume food/refreshments in communal areas.</p> <p>Rooms reorganised so that all desks are facing forwards. Social distancing between teacher and student wherever possible. Due to size of classrooms, this creates a very high risk for staff.</p> <p>Staff and students are required to wear face coverings whenever they are in internal communal areas (e.g. travelling to and from lessons). Staff and students have the option to wear PPE in classrooms.</p> <p>The school has procured enough face coverings for every student in the college.</p>	M H H	SLT	Y
Virus entering premises	Staff, Students & Contractors and their families.	<p>Clear signage at entry points setting out our Covid safety measures.</p> <p>Adults who are not staff are not permitted to enter premises without making a prior appointment.</p> <p>Parents & Staff issued with guidance on checks to undertake before bringing/sending their child to school.</p> <p>Contractors and visitors asked health check questions on arrival.</p>	M	SLT	Y
Clothing and equipment	Staff, Students & Contractors and their families.	<p>Uniform policy (staff and students) are in line with normal expectations. Coloured face coverings provided to all students will form part of the daily uniform.</p> <p>Students to bring in their own equipment for lessons - no sharing from staff.</p>	L	SLT	Y

		Information on in-school developments throughout the pandemic to be communicated to parents regularly.			
Arrival & Departure	Staff/Students	<p>Year groups to arrive and finish at staggered times. Staff to monitor these points.</p> <p>Social distancing and personal safety to be regularly communicated to pupils and staff. Markings and divisions, both inside and outside, to show students the direction of travel and designated areas for social times.</p> <p>Hand washing signage and hand sanitiser gel to be used at entry and exit points, and by all classrooms.</p>	M	SLT	Y
Teaching	Staff/students	<p>Social distancing and regular hygiene practice is the main method of control available to reduce the spread of the virus.</p> <p>Virtual briefings with staff to establish what learning will look like during full return and in a remote learning situation.</p> <p>Resources will not be distributed or shared in onsite lessons. Students will be required to bring in their own equipment for all lessons. This will be communicated to parents as and when required.</p> <p>Remote learning plans to be in place, to supplement any reduction of coverage in face to face curriculum. In place in case of a local lockdown.</p> <p>Students to receive regular wellbeing provision with their form teacher.</p> <p>In addition to small cramped rooms in the Villa, there is a significant issue where some of the windows do not open, thus causing potential issues with ventilation. The contractors who we have contacted to look at the windows are not willing to carry out any repair works due to the way in which they were originally fitted – this is due to liability concerns.</p>	M M H	SLT	Y

Transmission between groups	Everyone	<p>Disinfection regimes are organised to take place daily. (Energy source isolation must take place before disinfection process begins for powered equipment)</p> <p>Staff will monitor the flow of students as they come on site from outside areas and bus stop areas to minimise intermixing.</p> <p>Year group bubbles will be implemented from September 2020 and continue throughout period of pandemic. Year groups will remain in designated zones during social times throughout the day, to restrict movement and cross-bubble contamination.</p> <p>Year 7 and 8 bubbles will line up in designated areas throughout the day to ease congestion when travelling to lessons.</p> <p>Students will have designated areas for break and lunch times. These will be clearly marked, with staff in place to ensure there is no cross-bubble contamination.</p>	M	SLT	Y
Staff & Student Competence	Anyone in building	<p>Social distancing of two meters, among all staff, must be maintained - All staff to receive regular safety guidance via virtual briefings. HANDS - FACE - SPACE signage visible in key areas.</p> <p>Staff using PPE & anyone exposed following onward transmission will receive additional guidance on precautionary measures.</p> <p>Students to receive briefing on hygiene and handwashing during virtual assembly.</p>	L	SLT	Y
Play/Sport/Exercise/Trips	Staff/Students	<p>PE and Drama lessons to take place outside where possible or in larger indoor space.</p> <p>Extra-curricular sport to be postponed until further notice.</p> <p>For the spring term 2020 and until further notice, all trips will be postponed. Viability of educational visits will be</p>			Y

		reviewed in the spring term 2021, with EVC carrying out full risk assessments.			
Lunch	Staff/students/Catering staff	<p>Students to wash hands before eating.</p> <p>Lunch sitting will be staggered. Different bubbles will collect food from specific locations. Catering company to look into a higher number of pre-packed lunches for students and staff.</p> <p>Designated lunch area made available for students who are vulnerable or have anxieties during social times. Students to have packed lunches.</p>	M	SLT/Catering	Y
Emergency evacuation	Staff/students/contractors	Where practicable, maintain social distancing on evacuation routes. If impracticable, priority is evacuation.	H	SLT	Y
First Aid & administration of medicines	Staff/Students	<p>Students to be directed to undertake own first aid where applicable (e.g. washing grazes, application of self-adhesive dressings). If first aider needs to get closer to injured party/suspected infection with Corona virus to assess or treat they are to wear disposable aprons, gloves and face shield.</p> <p>Temperature checks with disposable forehead thermometers are available for use by medical staff.</p>	H	SLT	Y
Student Behaviour and safeguarding	Anyone in building	<p>Review risk assessments relating to individual behaviour.</p> <p>Any students with known patterns of misbehaviour which involve not following instructions should receive personalised pastoral support at the start of the term.</p> <p>Behaviour and safeguarding policies updated - to include online learning standards.</p>	M	SLT	Y
Access in	Staff/Students/C	Access through common areas to be kept to minimum.			Y

building	contractors	<p>External routes to be used whenever practicable. One way systems to be introduced where internal routes have to be used.</p> <p>Markings with intervals in key areas (e.g. toilets, stairwells, fire assembly points & meet & greet).</p>			
Toilets	Staff/Students/Contractors	<p>Liquid anti-bacterial soap and paper towels to be provided and replenished at regular intervals. Everyone to wash hands upon return to classroom.</p> <p>Where facilities are used by more than 1 group, additional controls to be implemented to ensure social distancing (e.g. taking sinks/drinking water dispensers out of use, access control etc.)</p>			Y
Students & Staff with Allergies which can cause coughing (e.g. Hayfever)	Anyone in building	<p>Parents to follow guidance on pre-school checks</p> <p>Students/staff with coughs caused by allergens to cover mouth & nose appropriate material.</p>	M		Y
Hand to mucous membrane transfer (eyes, nose, mouth)	Staff, Students & Contractors	<p>Regular hand washing - in particular: On arrival/before leaving; Before eating; Before wearing PPE/after removing PPE; After using the toilets.</p> <p>Running water available for hand washing at main entry point, with liquid detergent and paper towels at easily accessed areas.</p>	H		Y
Surface transfer	Staff, Students & Contractors	<p>Daily cleaning schedule in place. Hard surfaces and door handles to be anti-bac cleaned. Anti-bac wipes provided near photocopiers for touch panel cleaning between usage.</p> <p>Whole school fogging over summer and Christmas closures. Regular spot cleaning of highly used areas e.g. handles, hand rails, toilet areas and photocopiers.</p> <p>Use of disinfectants with effective level of</p>	M	SLT/cleaning contractor	Y

		<p>alcohol/chlorine to kill virus particles.</p> <p>Seating plans in place for all lessons with class desks positioned to be facing forwards. These will be stored in a centralised area to support the track and trace process.</p>			
Contractors working on site	Staff, Students & Contractors	<p>Only essential maintenance work or essential repairs (e.g. school has no lighting), or work in segregated areas to be undertaken.</p> <p>Contractors to work out of school hours where possible.</p> <p>Contractors not to work in classrooms when occupied by class group.</p> <p>Contractor's operatives to use social distancing and appropriate PPE if tasks being undertaken cannot be completed whilst maintaining social distancing.</p> <p>Contractors are required to complete self-certification health check on arrival.</p>	M	SLT	Y
Transfer of virus onto/off PPE	Staff and potential onwards transfer	<p>Wash hands before handling PPE. After use double bag disposable PPE, storing securely (dry) and then added to appropriate rubbish collection arrangements.</p> <p>Re-usable PPE (e.g. rubber gloves used for general disinfection tasks) should be washed and immersed in disinfectant, rinsed in clean running water and left to dry. Wash hands at end of processes.</p>	H	Medical staff	Y
Suspected case of COVID-19 in School	School Staff/Teachers/ Parents/Visitors to School	<p>If someone starts to display symptoms of COVID-19 whilst onsite (continuous cough or temperature) then they should be sent home and parents informed of process for undertaking a confirmatory PCR test.</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>Where a pupil tests positive and is waiting for collection they will be transferred to a separate area identified for this use.</p>	H	SLT/medical	Y

In the event of a positive case, individuals identified as close contacts will be required to undertake a series of 7 Lateral Flow Tests over consecutive days - this will allow all negative cases to remain in onsite education.

During Serial Testing for close contacts arrangements are in place for close contacts to attend a separate room each morning while waiting for test results, before joining their class (if negative).

Identified close contact Pupils who do not give consent for Lateral Flow Testing, will be required to self-isolate for 10 days.

An individual is considered a contact if:

- a person who has had face-to-face contact (within one metre), with someone who has tested positive for COVID-19, including:
 - being coughed on
 - having a face-to-face conversation within one metre
 - having skin-to-skin physical contact, or
 - contact within one metre for one minute or longer without face-to-face contact
- a person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes
- a person who has travelled in a small vehicle with someone who has tested positive for COVID-19 or in a large vehicle or plane near someone who has tested positive for COVID-19

Medical staff to be provided with full PPE.

If a confirmed case of COVID-19 is declared to the school, then the school should seek further advice from

		<p>PHE (Croydon) and share information promptly through the NHS track and trace service to help us alert other people who may need to self-isolate:</p> <p>https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</p>			
Lateral Flow Testing	Staff/pupils	<p>All subjects are to be advised in advance not to attend if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19.</p> <ul style="list-style-type: none"> • Testing location: The school has identified a suitable location that meets the minimum space requirements. The room can accommodate testing bays and maintain social distancing requirements for all movements, including the integration of a one-way system. • Signage - Hands - Face - Space: Visual reminders for all attending subjects to be displayed at key points of the area. • Training: Testing staff have been provided with the DfE/NHS training modules and will be completed as required by applicable personnel in the following areas: <ul style="list-style-type: none"> ➤ Infection prevention and control measures ➤ Cleaning protocols ➤ Appropriate use of PPE ➤ Test kit storage ➤ How to deal with any contamination or other incidents ➤ Waste management • Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing. Compliance with wearing of face covering/mask of all subjects to 			

be visually checked on arrival by reception / security staff.

- **Hand hygiene:** All subjects to use hand sanitizer provided on arrival & adherence to this enforced by reception staff.
- **Social distancing:** Two meter social distancing to be maintained between subjects with measured floor markings in place to ensure compliance, in addition to verbal reminders if necessary from reception, queue management & sampling staff.
- **A one-way flow:** For subjects walking through the area - to be initiated and maintained at all times. Compliance with this is to be ensured by queue management staff.
- **Cleaning:** Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.
- **PPE for swab processing staff:** nitrile gloves to be used at all times when handling the extraction solution. Face shields to be worn at all times when handling the extraction solution. Impervious apron to be worn to protect the body from splashes or spillages.
- **Storage:** The school has identified a secure location for the safe storage of new testing kits (with a temperature of between 2oC and 30oC) and for the separate storage of clinical waste prior to collection.
- **Communication and consent:** All pupil, parent and staff communication will clearly communicate the legal position of the testing programme. Testing will not be undertaken on pupils or staff

		<p>without their consent.</p> <ul style="list-style-type: none"> • Spillages: wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with waste disposal procedures. 			
Those with specified health conditions	Staff/pupils	<p>Those with specified medical conditions which make them more vulnerable to COVID-19 should follow Government advice.</p> <p>School to carry out individual risk assessment on staff who have known health conditions which fall into the government 'high risk' areas.</p> <p>Families of children in a clinically vulnerable category should have clear communication with school on how best to meet needs and ensure safety.</p>	H	SLT	Y
Bereavement	Staff/pupils	<p>As a school we are transparent about any changes that have occurred. This can be within class setting where necessary or during year group assembly.</p> <p>Counsellor will be available to support students during full opening period with any anxiety or required emotional support.</p> <p>Staff will refer to the counsellor where a child has experienced bereavement or fear - pastoral staff will also provide support.</p>	H	SLT	Y
Special needs	Pupils	<p>Our SEND group may require additional support with expectations, establishing routines again and reassuring them that all is ok.</p> <p>Students may take a couple of weeks to get those good habits back. Pastoral staff will be available to work with students who are struggling.</p> <p>Additional communication on how we are supporting these students will flow from the SENDco and IEPs updated.</p>	H	SLT	Y

Review date: Spring 2021

Date communicated to staff: Autumn term 2020

Is a safe system of work required Yes / No

If any changes have been identified then the Risk Assessment must be reviewed otherwise it should be reviewed annually.