

Covid-19 RISK ASSESSMENT – St Joseph’s College



Assessors name: Stephen Cabrera (Director of Development)	Date of Assessment: September 2021	Activity/Task: Using School post lifting of COVID-19 pandemic lock-down restrictions
Directorate: Education	Service: Secondary Schools (Croydon) Group:	Headteacher: Catherine Kane

Hazards	Who may be harmed & How	Controls and Actions	Risk Rating	Actions by whom & when	Implemented Y/N
Exposure to COVID-19	Displaying symptoms of COVID-19	<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>Staff and pupils must not attend the site if they have any of the following symptoms:</p> <ul style="list-style-type: none"> - a high temperature - a new, continuous cough - a loss or change to your sense of smell or taste <p>This also applies for a positive result from a LFD test.</p> <p>Staff and pupils must organise a PCR test within 2 days and isolate until they have the result.</p> <p><u>All staff and students are requested to take a LFD test twice weekly. Results to be recorded on NHS Test site and record also on school system.</u></p> <p><u>Parents contacted and encouraged to agree to LFD which are provided by College.</u></p> <p><u>Staff asked if they would be willing to share if they have been vaccinated to aid contingency planning.</u></p>	H	SLT	Y
	<u>LATERAL FLOW TESTING</u>				
	<u>Vaccinated Staff</u>				

Commented [CK1]: Add within 2 days

	<p>Close contact with someone who has tested positive with COVID-19</p> <p>Attendance</p> <p>Face Masks</p>	<p><u>Support from Croydon Public Health can be offered to unvaccinated staff and students who are eligible to encourage vaccinations.</u></p> <p>Staff and pupils may now attend school even if they have had contact with someone who has tested positive if:</p> <ul style="list-style-type: none"> - they are under 18 years and 6 months - they have received two doses of the COVID vaccination - they are unable to be vaccinated due to medical reasons - Staff and students should follow any advice given if contacted by NHS Test and Trace, including taking a PCR test if a close contact of someone who has tested positive. They do not need to self-isolate while waiting for results. <p><u>- Staff and students who do fall into these categories will be required to isolate.</u></p> <p>Parents reminded of legal obligation to send their children to school from start of term 2021/2022.</p> <p>There is no requirement for staff, pupils, parents or visitors to wear face masks on the college site.</p> <p>Parents informed that it is strongly recommended that staff and students wear a face coverings in corridors and communal areas.</p> <p>More restrictions may be reinstated if there is a surge in the transmission rates in the local community or within the College, <u>then more restrictions may be reinstated.</u></p> <p>Measures would be reintroduced <u>would be</u> as a short-term preventative measure. Any decisions made, would be in consultation with Croydon LEA and Public Health England.</p>			
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Shortage of staff	Students & Staff	<p>Staff to provide evidence of shielding and medical evidence if in high-risk group.</p> <p>If contacted by the track and trace system, staff should inform the school for daily lateral flow testing.</p>	M	SLT	Y
Staff providing support to teaching and room organisation	Staff and students	<p>Staff will maintain accurate records of seating for all classes.</p> <p>All staff will continue to promote "Catch It, Kill it, Bin It"</p> <p>Hand Hygiene remains important, students will be reminded to use hand sanitiser on entry and exit to classrooms and eating areas.</p> <p>Classrooms to be well ventilated as much as possible</p>	H H H H	SLT / All Staff	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 through school InVentry system.</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.</p> <p>Information on in-school developments and possible managing local outbreaks of COVID-19 in education and childcare settings to be communicated to parents regularly.</p>	L	SLT	Y

Movement in the College	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>The college continues to operate a one way system in North and South block to aid the movement of students</p>	M	SLT	Y
Staff & Student Competence	Anyone in building	All staff to receive regular safety guidance via virtual briefings. HANDS - FACE - SPACE signage visible in key areas.	L	SLT	Y
Lunch	Staff/students/Catering staff	Students to sanitise hands before eating.	M	SLT/Catering	Y
First Aid & administration of medicines	Staff/Students	<p>Students to be directed to undertake own first aid if appropriate (e.g. washing grazes, application of self-adhesive dressings).</p> <p>First aiders to use PPE protection when dealing with people with suspected infection with Corona virus.</p> <p>Temperature checks with disposable forehead thermometers are available for use by medical staff.</p>	H	SLT	Y
Access in building	Staff/Students/Contractors	<p>External routes to be used whenever practicable. One way systems to be in place 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>			Y
Toilets	Staff/Students/Contractors	Liquid anti-bacterial soap and paper towels to be provided and replenished at regular intervals. Everyone to sanitise hands upon entry to classroom.			Y
Students & Staff with Allergies which can cause	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

coughing (e.g. Hayfever)					
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.</p> <p>Cleaning products contain active COVID protection to enhance fogging protection.</p> <p>Whole school fogging at half term and before start of new academic year.</p> <p>Use of disinfectants with effective level of alcohol/chlorine to kill virus particles.</p> <p>Seating plans in place for all. These will be stored in a centralised area to support the track and trace process if needed.</p> <p>Each classroom has their own cleaning products. - Desks cleaned as appropriate during the school day. - Resources may be shared within the classroom with cleaning of them as necessary during the day</p>	M	SLT/cleaning contractor	Y
Contractors working on site	Staff, Students & Contractors	Contractors are required to complete self-certification health check on arrival.	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

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 • Hand hygiene: All subjects to use hand sanitizer provided on arrival & adherence to this enforced by reception 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. 			
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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>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	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.	H	SLT	Y

		<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>			
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
<u>Students Returning From Abroad</u>		<p><u>Any students returning to College from abroad will be expected to follow all guidelines established by the authorities.</u></p> <p><u>They will be expected to provide evidence of a negative PCR test.</u></p>			

Commented [CK4]: Not in this section but can we add in guidance if a student returns from abroad and the steps in place

Also- maybe I missed it but have we included about staff and students being encouraged to take a lateral flow test twice weekly

Also add about identifying the proportion of staff who are fully vaccinated. We can also offer a talk from Croydon Public Health regarding the vaccination for to encourage unvaccinated staff and 6th Formers to get vaccinated

Review date:	Spring Term 2021	Date communicated to staff:	Autumn term 2021
Is a safe system of work required	<u>Yes</u> / No		
If any changes have been identified then the Risk Assessment must be reviewed, otherwise it should be reviewed annually.			