

Covid-19 RISK ASSESSMENT – St Joseph’s College



Assessors name: Stephen Cabrera (Director of Development)	Date of Assessment: October 2021	Activity/Task: Outbreak Management Plan Autumn Term 2021
Directorate: Education	Service: Secondary Schools (Croydon) Group:	Headteacher: Catherine Kane

Rationale

The DfE has updated its ‘Contingency framework: education and childcare’. Within this guidance, schools are asked to put together an ‘Outbreak Management Plan’ which outlines the steps that will be taken by a school if they are advised to step up measures due to an increase in cases in their school community or within the local area. Public Health England may advise a school to step up measures to reduce risk of transmission if either of the following occur:

- 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or
- 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period

Below are examples of the measures that St Joseph’s College may need to consider reinstating if either of these were to occur.

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>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 reintroduced and adhered to.</p> <p>If Staff contacted by the track and trace system, staff should inform the school for daily lateral flow testing.</p> <p>Those who are identified as in close contact with someone who has tested positive, will be asked to take a PCR test. Unless they have symptoms they will not be required to self-isolate, however they will need to carry out daily lateral flow testing.</p>	M H H	SLT	Y
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. Masks will be used by staff when working in close proximity of students.</p> <p>Reintroduce social distancing, maintaining social distance (2m).</p> <p>Staff also encouraged remaining in department/faculty bubble groups where possible.</p> <p>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>	M H H 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</p>	M	SLT	Y

		premises without making a prior appointment.			
Clothing and equipment	Staff, Students & Contractors and their families.	Students to bring in their own equipment for lessons - no sharing from staff. Information on in-school developments throughout this period to be communicated to parents regularly.	L	SLT	Y
Arrival & Departure	Staff/Students	It may be necessary to reintroduce the need for Year groups to arrive and finish at staggered times. Staff to monitor these points. 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.	M	SLT	Y
Teaching	Staff/students	Virtual briefings with staff to establish what learning will look like during full return and in a remote learning situation. 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. 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. Students to receive regular wellbeing provision with their form teacher.	M M	SLT	Y
Transmission between groups	Everyone	Disinfection regimes are organised to take place daily. (Energy source isolation must take place before disinfection process begins for powered equipment)	M	SLT	Y

		<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 may be reinstated. 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 may 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>			
Staff & Student Competence	Anyone in building	<p>If deemed necessary 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 may be postponed until further guidance.</p> <p>Trips may be postponed. Viability of educational visits will be reviewed following updated guidance, with EVC carrying out full risk assessments.</p>			Y

Lunch	Staff/students/Catering staff	<p>Students to sanitise hands before eating.</p> <p>Lunch sitting will be staggered. Different bubbles will collect food from specific locations. Catering company may be required 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	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.	H	SLT	Y
Access in building	Staff/Students/Contractors	<p>Access through common areas to be kept to minimum.</p> <p>External routes to be used whenever practicable. One way systems to be reviewed where internal routes have to be used.</p>			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 continuing in the College.</p> <p>Regular spot cleaning of highly used areas e.g. handles, hand rails, toilet areas and photocopiers. Additional cleaning staff to support during college day.</p> <p>Use of disinfectants with effective level of alcohol/chlorine to kill virus particles.</p>	M	SLT/cleaning contractor	Y

		Seating plans in place for all lessons with class desks positioned to be facing forwards. These will be stored in a Satchel One for all classes to support the track and trace process.			
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. 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

Further Guidance for Parents

<https://www.gov.uk/government/collections/information-for-parents-and-carers-coronavirus-covid-19>

Review date:	January 2022	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 this Outbreak Management Plan must be reviewed otherwise it should be reviewed termly.		