

# Coronavirus (COVID-19): Risk assessment for full school reopening September 2020- Premises and procedures 2020

St. Mary's College

Assessment conducted by: TEG	Job title: Health & Safety officer	Covered by this assessment: staff, pupils, parents, visitors
Date of assessment: 20.08.20	Review interval: as required but at least weekly	Date of next review: currently ongoing – 01.09.2020
Related documents		
Coronavirus (COVID-19) Reopening Plan, Social Distancing Guidance, Infection Control Policy, First Aid Policy, Fire Safety Policy, Fire Safety Risk Assessment, Administering Medication Policy, Child Protection and Safeguarding Policy, Supporting Pupils with Medical Conditions Policy		

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major</b> Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	<b>Severe</b> Causes physical injury or illness requiring first aid.	H	M	Low (L)
	<b>Minor</b> Causes physical or emotional discomfort.	M	L	L

Area for concern	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Risk of infection from COVID 19	<p>Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.</p> <p>Schools were asked earlier this year to open only to a small number of children. The prevalence of coronavirus (COVID-19) has decreased. Given the improved position, the balance of risk is now overwhelmingly in favour of children returning to school. For the vast majority of children, the benefits of being back in school far outweigh the very low risk from coronavirus (COVID-19). This risk assessment explains the steps the College will take to reduce the risks further for pupils, staff and visitors with advice from the Dept. of Education Guidance for full opening: schools.</p> <p>In relation to working in schools, whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics' analysis on coronavirus (COVID-19) related deaths linked to occupations suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults.</p>				
Policies and procedures	<ul style="list-style-type: none"> <li>• All pupils, staff and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> <li>- <u>Health and Safety Policy</u></li> <li>- <u>Infection Control Policy</u></li> <li>- <u>First Aid Policy</u></li> <li>- <u>Social Distancing Guidance</u></li> <li>- <u>Updated Behaviour policy during Coronavirus pandemic</u></li> </ul> </li> <li>• All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> <li>- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>- The Health Protection (Notification) Regulations 2010</li> <li>- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>- DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> </ul> </li> <li>• Staff receive any necessary training that helps ensure there is a happy and safe school environment, e.g. infection control training and pupil wellbeing training.</li> <li>• The school keeps up-to-date with advice issued by, but not limited to, the following:</li> </ul>	Y	Principal	01.09.20	M

	<ul style="list-style-type: none"> <li>- DfE</li> <li>- NHS</li> <li>- Department of Health and Social Care</li> <li>- PHE</li> </ul> <ul style="list-style-type: none"> <li>• All staff, parents and pupils are made aware of any infection control procedures and social distancing arrangements for when the school reopens via email.</li> <li>• The Services Manager conducts a review of all supplier and contractor arrangements to ensure they are appropriate for the school reopening to more pupils.</li> <li>• The SLT reviews relevant school policies to ensure they account for new provisions, e.g. reduced class sizes, behaviour expectations and staffing ratios.</li> </ul>				
Premises	<ul style="list-style-type: none"> <li>• The site manager checks all exterior windows, doors, locks, and other access points to ascertain security and integrity, including any signs of water ingress.</li> <li>• The site manager identifies any signs of unauthorised access, arson, vandalism or anti-social behaviour on the premises.</li> <li>• A suitably trained individual inspects all roofs, lofts and elevated access points for integrity and signs of water ingress.</li> <li>• Roof and loft inspections are not carried out by untrained personnel.</li> <li>• A suitably trained individual checks that external electrical equipment (e.g. CCTV cameras) is in working order.</li> <li>• The site manager checks all areas of the school grounds, including car parks and walkways, for any potential hazards.</li> <li>• The site manager checks all trees and shrubbery to ensure they do not pose a risk, e.g. there are no broken or overhanging branches.</li> <li>• The site manager checks all security systems for integrity and that they are in working order.</li> <li>• The Services Manager makes insurers aware of the building's state of use.</li> <li>• The Principal ensures that the insurer's risk mitigation requirements are enacted and observed.</li> <li>• All keyholder information is updated in accordance with the insurer's instructions, where required.</li> <li>• The site manager checks for any signs of pests, and any damage or loss of</li> </ul>	Y  All have been used/monitored during partial closure	<b>TEG</b>  <b>CD</b>  <b>JG</b>	<b>01.09.2020</b>	<b>L</b>
			<b>MK</b>		

	<p>supplies as a result of pest activity.</p> <ul style="list-style-type: none"> <li>• External signage is visible to show that access to the school premises is restricted.</li> <li>• Any hazards found during checks on the premises are reported to the Principal as soon as possible and issues are resolved prior to school reopening to more pupils.</li> <li>• The Principal in conjunction with the governing board, ensures the school opens only when it is safe and advisable to do so, in line with local and national advice.</li> <li>• The Principal or Heads of the Preparatory school and Early Years identify which areas of the school may be used for school activity and communicates this to staff, pupils and volunteers accordingly.</li> <li>• Areas of the premises which remain closed must be adequately secured and clearly identifiable.</li> <li>• The site manager arranges for any changes to the premises to be made to account for social distancing measures.</li> <li>• Non-essential visitors, e.g. guest speakers or third-party extra curricular clubs, may be admitted to school but they must sign in and answer COVID related questions and give the school adequate details that may be needed for the test and trace system.</li> </ul>		<p><b>JW</b></p> <p><b>AH</b></p>		
Gas supply, systems and equipment	<ul style="list-style-type: none"> <li>• A suitably qualified technician checks the gas mains supply and any gas systems for integrity, leaks and safety.</li> <li>• Where the gas supply or any gas systems have been switched off or isolated, a suitably qualified technician switches them back on, where required.</li> <li>• A suitably trained technician checks that all gas detection systems, including carbon monoxide detectors, are in working order.</li> <li>• A suitably trained technician checks all gas cylinders, e.g. butane and liquid petroleum gas (LPG), for integrity.</li> <li>• The site manager checks that all mandatory inspections of gas equipment are up-to-date, and arranges any required inspections as soon as possible.</li> </ul>	<p><b>Y</b></p> <p>All have been used during partial closure.</p> <p>Gas inspection still needs to be done</p>	<p><b>JG</b></p> <p><b>CD</b></p>	<b>01.09.2020</b>	<b>L</b>
Electrical supply, systems and equipment	<ul style="list-style-type: none"> <li>• A suitably qualified technician checks the electrical mains supply and any electrical systems for integrity and safety.</li> <li>• Where the electrical mains supply or any electrical systems have been switched off or isolated, a suitably qualified technician switches them back</li> </ul>	<p><b>Y</b></p> <p>All have been used during partial closure.</p>	<p><b>JG</b></p> <p><b>CD</b></p>	<b>01.09.2020</b>	<b>L</b>

	<p>on, where required.</p> <ul style="list-style-type: none"> <li>The relevant staff check that all phone and broadband connectivity is in working order.</li> <li>A suitably trained technician checks that the main and emergency lights are in working order.</li> <li>The relevant staff perform visual checks on all electrical equipment, e.g. computers and plug sockets.</li> <li>The site manager ensures that any mandatory inspections of electrical equipment are up-to-date and arranges any required inspections as soon as possible.</li> </ul>	PAT has been conducted during partial closure			
Heating and ventilation	<ul style="list-style-type: none"> <li>The relevant staff adjust any thermostats to heat internal spaces and water, ensuring a suitable stable temperature is reached before the school reopens.</li> <li>Where heating has been switched off or energy supplies for heating have been isolated, a suitably trained individual switches them back on, as required.</li> <li>The site manager checks that all ventilation systems, including fume extraction systems, are in working order and that there are no blockages present in external or internal vents.</li> </ul>	Y	JG CD	01.09.2020	L
Fire safety and evacuation routes	<ul style="list-style-type: none"> <li>A suitably trained individual checks that all fire detection, alarm systems, fire extinguishers and sprinklers are in working order.</li> <li>The fire manager and Principal ensure that the fire management plan and fire safety risk assessment are up-to-date and applicable to any changes in people movement or access, e.g. if parts of the school remain temporarily closed.</li> <li>The Fire manager identifies how social distancing measures are to be observed at evacuation points and communicates this to all staff, and pupils.</li> </ul>	Y Updated procedure completed	PD	01.09.2020	L
Water storage, drainage systems and sanitary appliances	<ul style="list-style-type: none"> <li>A suitably trained individual checks all hot and cold water systems, including air conditioning units, for legionella or other harmful build-ups.</li> <li>All water systems are thoroughly flushed, e.g. toilets and taps, and the site manager commissions a water treatment specialist to chlorinate water systems where required.</li> <li>All equipment that uses water is run through a cycle, e.g. dishwashers and washing machines, to flush lime scale and bacteria build-up.</li> </ul>	Y All have been used during partial closure	CD	01.09.2020	L

	<ul style="list-style-type: none"> <li>• A suitably trained individual checks all sanitary appliances, including drainage, for blockages, adequate hygiene and that they are in working order.</li> </ul>				
Automatic doors and plant equipment	<ul style="list-style-type: none"> <li>• The site manager checks that automatic doors are in working order.</li> <li>• The site manager ensures that that any mandatory inspections for automatic doors are up-to-date and arranges any required inspections as soon as possible.</li> <li>• A suitably trained technician checks the integrity and working order of any plant equipment, and that any mandatory inspections are up-to-date – the site manager ensures any required inspections take place as soon as possible.</li> </ul>	Y All have been used during partial closure	CD JG	01.09.2020	L
Cleaning	<ul style="list-style-type: none"> <li>• The Services Manager arranges enhanced cleaning to be undertaken where required from PHE.</li> <li>• The Services Manager arranges for enhanced using suitable products cleaning to be undertaken during each school day. Key touch points, for example door handles, desks etc. will be cleaned more frequently.</li> <li>• Where necessary, the number of rooms used by staff and volunteers during working hours is limited to avoid the spread of infection.</li> <li>• The necessary areas of the school are deep cleaned before September with suitable cleaning agents and in line with the COSHH Regulations.</li> <li>• All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed.</li> <li>• Areas identified as being used by someone with potential symptoms will be closed and deep cleaned before use.</li> <li>• All areas that are temporarily closed or partially closed for cleaning or infection control purposes must be clearly identified.</li> <li>• Adequate amounts of suitable cleaning agents are available.</li> <li>• PPE is available to members of staff who require it to carry out cleaning safely.</li> <li>• Where possible, soft furnishings and items that are hard to clean are removed from classrooms and are stored separately.</li> <li>• The cleaning of keyboards, computers, instruments and PE equipment will be completed following use by each person or group. This will be</li> </ul>	Y	TEG CD  H of D	01.09.2020	L

	supervised by staff. Heads of Dept for practical subjects (Music, PE, DT, Art and ICT will have clear procedures and instructions for pupils to follow.				
Infection control	<ul style="list-style-type: none"> <li>• Infection control procedures are adhered to as much as possible in accordance with the D of E and PHE's guidance.</li> <li>• School transport will be used – see separate risk assessment</li> <li>• Parents are briefed on new provision for the drop-off and collection of their children.</li> <li>• Infection control stations are set up, where necessary, providing soap and water, bins and alcohol-based hand sanitiser. Younger pupils in EYD and the Preparatory school must be supervised when using the products.</li> <li>• Adequate amounts of soap, tissues and bins are available in the relevant areas.</li> <li>• Pupils and staff are encouraged to wash their hands regularly, particularly before and after break times and lunchtimes, after coughing or sneezing, before and after putting on or taking off facemasks.</li> <li>• The school ensures pupils and staff adopt good respiratory practice, i.e. coughing and sneezing into their elbow or tissue.</li> <li>• The school's <u>Coronavirus (COVID-19) Plan</u> is developed in line with the relevant local and national advice and communicated to all staff, parents and stakeholders.</li> <li>• The Principal works with staff to ensure a suitable plan is in place to maximise infection control during transitions during the day, e.g. one-way systems and staggered lesson times.</li> <li>• Instances of staff, pupils and volunteers displaying symptoms of coronavirus (COVID-19) are managed in line with local and national guidance and the Infection Control Policy, and any unwell individuals are sent home as soon as possible. A designated area will be used for anyone showing symptoms until they can be collected from the premises. The area will then be deep cleaned. A separate bathroom should be used if possible and deep cleaned following use. The person must be kept 2m away from others.</li> <li>• PPE is distributed to staff who provide intimate care for pupils in need and for cases where a pupil becomes unwell with symptoms of coronavirus</li> </ul>	Y	<b>MK</b> <b>AH</b> <b>JW</b> <b>CD</b> <b>TEG</b>	01.09.2020	M

	<p>whilst in school and needs direct personal care until they can return home.</p> <ul style="list-style-type: none"> <li>• Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties.</li> <li>• Posters are displayed around all premises reminding everyone of infection control procedures, e.g. regular hand washing and social distancing.</li> <li>• Please note - Alcohol based sanitiser is flammable and should not be used prior to using a naked flame or cooking over a naked flame</li> </ul>				
Social distancing	<ul style="list-style-type: none"> <li>• The Social Distancing guidance is shared with all relevant members of the school community and adhered to as far as possible.</li> <li>• Pupils are given regular reminders of why social distancing is important and the opportunity to speak to staff about how they are finding adhering to the social distancing measures.</li> <li>• Masks will be worn in public areas at the College by pupils, staff and visitors. The public areas include the corridors, toilets, the hall and school buses. Masks do not need to be worn in the dining room while it is used for eating and drinking but masks should be worn when waiting in there before school. Masks must be put on and taken off with caution, taking care to touch only the straps and using sanitising gel before and after removal. Masks should be placed in a plastic bag when not in use. Disposable masks must not be placed in recycling bins.</li> <li>• Pupils and staff do not mix with those outside of their class or group.</li> <li>• Pupils and staff 11 years old and above should wear masks on school transport, public transport, and if travelling by private transport with others outside of their home or school bubbles, risk should be mitigated, masks should be worn and windows open where possible.</li> <li>• Visual aids are used to display social distancing measures, e.g. floor tape to mark two-metre spacing.</li> <li>• Pupils take break times and lunchtimes in their class groups, and in some cases these breaks are staggered throughout the day to avoid congestion of people. Physical barriers will be installed on the playgrounds if more than one bubble need to use the area at the same time.</li> <li>• Assemblies will take place with year groups</li> <li>• The use of communal areas, e.g. the staff room, is limited to avoid unnecessary group gatherings – staggered times, queues, or rotas are implemented where required. The staff room is identified as a higher risk</li> </ul>	Y	MK AH JW	01.09.2020	L

	<p>area as this is potentially the most likely area where adults may congregate. To mitigate this no more than 12 adults should be here at any one time, maintaining social distance. Whenever possible please use the staffroom just to check pigeon holes, noticeboards and photocopying and return to your own teaching area.</p> <ul style="list-style-type: none"> <li>• Where pupils, staff or volunteers cannot follow social distancing arrangements for a particular activity, the Principal or Heads assess whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential.</li> <li>• If a pupil is unable to follow any social distancing measures, e.g. due to their age or needs, the Principal or Heads, in conjunction with relevant staff and the pupil's parents will need to discuss issues and possible solutions.</li> </ul>				
Mental health and wellbeing	<ul style="list-style-type: none"> <li>• Letters (and phone calls) are sent out to reassure pupils and parents returning to school and time is given to enable staff to act on any concerns pupils and parents may have.</li> <li>• Staff are given a copy of the risk assessment as soon as possible to enable the SLT to act on any concerns staff and volunteers may have.</li> <li>• The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss any alternative arrangements, where required.</li> <li>• Line managers hold discussions with staff who are deemed more vulnerable to infection and put any alternative arrangements in place. This must be risk assessed if the member of staff returns to the school premises following any alternative arrangements.</li> <li>• The SLT considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety.</li> <li>• The Principal ensures that the school can be adequately and safely staffed when it reopens.</li> <li>• The SLT discusses the implications on staff and pupil workload when the school opens and puts a plan in place to minimise the risk of stress.</li> <li>• The Principal or Head and the SENCO liaise with the local agencies to determine what additional support is available for pupils who are suffering with their mental health once they return to school.</li> <li>• The Principal or Head and the SENCO identify pupils with additional needs</li> </ul>	Y	MK AH JW SH	01.09.2020	L

	<p>and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available.</p> <ul style="list-style-type: none"> <li>The Principal or Head and DSL ensure provision is in place to help protect wellbeing and mental health, and ensure all staff and pupils have access to psychological support when the school reopens.</li> </ul>				
Access to learning	<ul style="list-style-type: none"> <li>TAs lead class groups under the direction of the class teacher where the class teacher is unable to teach in person.</li> <li>Desks are spaced facing forwards with a two metre distancing between pupils and staff at the College, one metre between older pupils and staff at the Preparatory school whenever possible.</li> <li>The Principal and Heads and curriculum leaders work with teaching staff to identify curriculum priorities and ensure a plan is in place to provide learning material.</li> </ul> <p>The Principal or Heads and curriculum leaders identify what provision can be reasonably provided for pupils with EHC plans.</p> <ul style="list-style-type: none"> <li>The Principal or Heads and curriculum leaders work with teaching staff to ensure education can continue to be delivered to all pupils who have to learn remotely.</li> <li>The SLT and heads of department consider whether any lessons could be delivered outside if appropriate.</li> <li>Teachers consider how to support the educational needs of disadvantaged pupils and pupils with SEND.</li> </ul>	Y	<b>MK JW AH</b>	<b>01.09.2020</b>	<b>L</b>
Extra-curricular activities	<ul style="list-style-type: none"> <li>The SLT will review and determine whether before and after-school clubs can resume – this will only be done where social distancing can be adhered to and a dedicated risk assessment will be conducted.</li> <li>The school ensures social distancing measures are adhered to at all times.</li> <li>Before and after-school clubs are not made available to pupils if doing so would put them at an increased risk to contracting coronavirus.</li> </ul>	Y	<b>MK AH JW</b>		
Safeguarding	<ul style="list-style-type: none"> <li>The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns relating to the temporary closure and/or school reopening, e.g. ongoing bullying.</li> <li>The DSL ensures that adequate pastoral care is in place to support pupils</li> </ul>	Y	<b>MK DSL – each site</b>	<b>01.09.2020</b>	<b>L</b>

	<p>and staff who require it.</p> <ul style="list-style-type: none"> <li>The DSL ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care.</li> </ul>				
Communication	<ul style="list-style-type: none"> <li><b>Anyone who displays symptoms of coronavirus does not enter the school grounds. The NHS Test and Trace advice must be adhered to.</b></li> <li>The Principal puts into place any actions or precautions advised by the Public Health England</li> <li>The Principal liaises with the LA about reopening the school and includes any local guidance into the reopening action plan, where required.</li> <li>The school's website is kept up-to-date with any information regarding reopening, e.g. dates and local arrangements.</li> <li>Parents are informed via letter about the relevant information regarding reopening the school, including any pick-up and drop-off arrangements.</li> <li>Parents and their children are encouraged, where possible, to walk or cycle to school.</li> <li>Staff and volunteers are informed via email about the relevant information regarding reopening, including any changes to the workday, e.g. staggered lunchtimes and social distancing.</li> <li>Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues.</li> <li>All staff, pupils and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms.</li> <li>The Principal liaises with the governing board about arrangements for the opening the school, where necessary.</li> <li>Pupils are informed via letter about the relevant information regarding reopening, e.g. social distancing measures and how lessons will be delivered.</li> <li>The Services Manager communicates with suppliers and contractors regarding reopening the school and reinstating or suspending the supply of any required goods or services.</li> <li>The Principal informs staff, volunteers and the governing board about the arrangements for meetings that would ordinarily take place in person, e.g. interviews, and how these will be carried out in line with social distancing</li> </ul>	Y	<p><b>MK</b> <b>AH</b> <b>JW</b> <b>TEG</b></p>	01.09.2020	L
		Y			

	guidance when the school reopens.				
	<ul style="list-style-type: none"> <li>• <b>Each site has more detailed and site specific procedures and assessment. Staff should ensure they have read the guidance for their own site and also for another site if it is necessary to visit in the course of the school day.</b></li> </ul>				