

**RISK ASSESSMENT**

<b>Subject of Assessment</b>	<b>School return from 15.06.2020 on a phased basis</b>	<b>Assessment Date</b>	<b>26/06/2020</b>
<b>Location</b>	St John's Catholic Comprehensive School		
<b>Assessor</b>	Matt Barron	<b>Review Date</b>	Weekly

Information: This risk assessment is to be read through completely. Note that this must be a dynamic risk assessment and changes may be made through an ad-hoc basis due to changes in Government advice; any possible cases of COVID-19, etc

**Relevant links to initial Government advice in relation to the reopening of schools:**

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools>

### **Hierarchy of controls (Taken from the above advice)**

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges.
- cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
- ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach.
- cleaning frequently touched surfaces often using standard products, such as detergents.
- minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and lesson plans/timetables (such as staggered break times).

This can be summed up as: Eliminate, Substitute, Isolate, Control and use of PPE (Personal Protective Equipment).

Following discussions with our Governors, the Headship Team are keen to adopt a cautious approach in relation to the partial reopening of St John's; to review and re-evaluate on a continuous basis.

Government guidance includes:

'Offering some face-to-face support to supplement the remote education of Year 10 and Year 12 students'.

For each area of risk outlined in the assessments below, measures will be included for Phase 1 and Phase 2; these Phases can be defined as follows:

#### **Phase 1**

- **Children of Key Workers / Students with an Educational Health Care Plan (EHCP) in a classroom setting** – The number of students attending will be reviewed on a continuous basis and staffing numbers will be adjusted accordingly. The number of classrooms in use will be determined by student numbers; to ensure the highest levels of safety at all times, particularly in regard to social distancing measures.
- **Year 10 students** - A maximum of 48 students (25% of cohort) will be on site at any one time. An appropriate area of the school will be used, separate to other groups in school; social distancing measures will be strictly followed.

- **Year 12 students** - Minimal groups of Year 12 students will be on site in a classroom setting. A maximum number of 43 students (25% of cohort) will be on site at any one time. Appropriate areas of the school will be used, separate to other groups in school; social distancing requirements will be strictly adhered to.
- **Individual meetings with Year 10 students and possibly their parent/carer** - Any such meetings will be minimal as remote contact is the preferred method of communication. However, if an on-site meeting is deemed essential, a controlled, appointment based system will be adopted and a specific area of the school used. Any such meeting would be held at a time that is separate to when Year 10 group sessions are planned.
- **Individual meetings with Year 12 students** - Any such meetings will be minimal as remote contact is the preferred method of communication. However, if an on-site meeting is deemed essential, a controlled, appointment based system will be adopted and a specific area of the school used. Any such meeting would be held at a time that is separate to when Year 12 group sessions are planned.
- **Staffing Levels** – The number of staff on site will be appropriate to support the initiatives outlined above and to allow other staff members to undertake essential tasks which they are unable to complete at home. Staffing numbers will be minimal compared to usual levels and social distancing measures will be adhered to at all times, particularly in relation to office use.

## Phase 2

Phase 2 would only be prevalent if our Governors and Headship Team made a decision to expand on the provision outlined above. At such a time, the latest government advice would be reviewed and all sections on the risk assessment would be updated, in line with this advice and the school's intentions in relation to student and staff numbers on site. Please note that for future reference only, some potential Phase 2 considerations are shown in certain sections of this risk assessment.

## Facilities/Premises Responsibilities

St John's is a PFI (Private Financial Initiative) School, as such, our site facilities and premises are managed by Kier Facilities Management (Kier FM). Our school works in partnership with Kier FM to ensure the safety of our students, staff and visitors. In line with this arrangement, some responsibilities fall to Kier FM, with accountability assigned to the Kier FM Contract Manager, A Cole.

This risk assessment is being reviewed on an ongoing basis and, where appropriate, the risk assessment will be updated to incorporate new points and to amend any existing areas where government guidance has changed. Any changes since the latest published version of the risk assessment, version 3, are shown in red for ease of reference.

Ref	The column below highlights key areas of risk	Control Measures	Risk Level  Phase 1 Only	Additional school specific control measures/advance actions required to reduce risk.  Phase 1 Only	Residual Risk Level  Phase 1 Only	Person Accountable
1	<b>Social Distancing</b>	<p><b>Phase 1</b></p> <p>Create a study group – a self-contained unit connected to relevant adult/s of up to 15 students in a classroom setting.</p> <p>The study group does not interact with anyone outside their group and would always maintain 2m+ distancing with anyone outside their group.</p> <p>Use a principle of best endeavours to maintain 2m social distancing, where possible, within each group.</p> <p>If a student or staff member who has been in school has a positive COVID test result, we will work with NHS Track &amp; Trace and Public Health England to take appropriate action. We will always keep parents fully informed in this circumstance.</p>	High	<ul style="list-style-type: none"> <li>• Social distancing signage in place.</li> <li>• Dedicated separate entry and exit points, to be shared with students in advance.</li> <li>• All study groups use separate areas of the school building.</li> </ul>	Medium	M Barron
2	<b>Student/ Adult with symptoms before start of school</b>	<p><b>Phase 1</b></p> <p>Student/staff who show symptoms should not attend site but should follow the latest government guidance; currently to isolate at home for 7 days.</p>	Medium	<ul style="list-style-type: none"> <li>• Ensure relevant contact procedures are shared with students, parents/carers.</li> </ul>	Low	M Barron

		Parent/Carer should contact school to inform the situation and follow the latest government advice on testing.		<ul style="list-style-type: none"> <li>• Ensure systems in place to check for any communication from parents/carers.</li> </ul>		
<b>3</b>	<b>Basic classroom set up</b>	<p><b>Phase 1</b></p> <p>Maximum of 15 students in a group – the actual number will be determined by the space available.</p> <p>Limit study group to one classroom/area where possible.</p> <p>Minimise all contact with those outside the study group/classroom.</p> <p>Remove chairs from a classroom so the only student seats that remain are for the maximum number of students permitted to safely use the space. Stack or tape off chairs if lack of storage available.</p> <p>One student per double table where appropriate.</p> <p>Each student to use the same table throughout the school day.</p> <p>Change classroom layout <b>where possible</b> to move tables further apart - create the 2 metre distance.</p> <p>Remove any soft furnishings that are hard to clean, or display 'Do Not Use' signs.</p> <p>Remove unnecessary items from classrooms where possible to avoid contact by students.</p> <p>Most learning spaces will only be used by one study group in any given day. However, if an area is to be used by more than one group, an appropriate period of time will be scheduled between the group sessions to allow for</p>	High	<ul style="list-style-type: none"> <li>• Any designated study room/area, to be assessed and set up in line with the guidance outlined.</li> <li>• The Home-School Agreement document advises parents/carers of the need for students to bring in and only use their own stationery equipment and books.</li> <li>• Where any teacher resources are to be provided, these should be for individual student use and not shared, e.g. designated, numbered lap top to be assigned to a named student.</li> </ul> <p>The following have been placed in study group locations;</p>	Medium	M Barron

		<p>the area to be thoroughly cleaned. Antibacterial cleaning products will be used to ensure that the area is clean and safe prior to the next group arriving. It is envisaged that this situation will occur rarely, e.g.; in specialised learning areas such as our Media Suite.</p> <p>Where possible (temperature dependent) open windows and ensure good ventilation.</p> <p>Cleaning kit (antibacterial wipes and/or spray and disposable towels) available for staff to quickly clean areas if necessary.</p> <p>Where possible prop open doors to enable better ventilation and avoid frequent use of door handles. It is our view that opening fire doors (other than those around a kitchen/fire ignition source) to increase ventilation and avoid frequent contact of door handles etc is an acceptable risk at this time.</p> <p>The Kier FM team will be double checking all doors and ensuring they are closed at the end of the school day.</p>		<ul style="list-style-type: none"> <li>• Antibacterial cleaning spray and disposable towel supply.</li> <li>• Antibacterial wipes.</li> </ul>		A Cole (fire door end of day check)
4	Handwashing	<p><b>Phase 1</b></p> <p>Wash hands thoroughly with running water (hot if available) and soap for a minimum of 20 seconds.</p> <p>If necessary, use a high-alcohol content sanitiser.</p> <p>Signage in place to reinforce this message throughout site.</p> <p>Adequate supplies of soap and disposable towels in toilets and classroom sink areas (where applicable).</p> <p>Alcohol based sanitiser in key areas.</p>	High	<ul style="list-style-type: none"> <li>• Identify dedicated toilets for use by each study group on site.</li> <li>• If sufficient toilet handwashing facilities cannot be identified close to a work area, supply alcohol-based hand sanitiser.</li> </ul>	Medium	M Barron



		<p>Kier FM cleaners to clean classrooms used thoroughly in line with latest government guidance on frequency and products used.</p> <p>Frequently touched surfaces to be cleaned often (door handles, items used by multiple children, if applicable, between each use) by Kier FM cleaners.</p> <p>Kier FM to arrange additional cleaning staff for day time cleaning, if required.</p> <p>Kier FM to monitor stock levels of cleaning supplies for each site. To inform D of E if it becomes difficult to source stock (government assistance available).</p>		<ul style="list-style-type: none"> <li>• Antibacterial cleaning spray and disposable towel supply.</li> <li>• Antibacterial wipes.</li> </ul>		(Water fountains and cleaning regimes).
7	<b>Corridors, stairwells and lifts</b>	<p><b>Phase 1</b></p> <p>Only use ground floor locations for study groups to limit lift use.</p> <p>Use separate areas of the school for the study groups on site.</p> <p>Limit the planned time on site for Year 10 and Year 12 study groups to avoid the need for set break and lunch times, where possible.</p> <p>Stagger the timetable of Key Worker/ECHP groups to avoid any clashes and to reduce the number of students at break or lunch at any one time.</p> <p><b>Phase 2 (potential considerations)</b></p> <p><i>One-way system where possible to minimise social contact.</i></p>	Medium	<ul style="list-style-type: none"> <li>• Antibacterial wipes placed in lifts for staff who may need to use lifts e.g.; for moving heavy resources.</li> <li>• Protocols of safe timetabling shared with key staff.</li> </ul>	Low	M Barron



		<p><i>Limit use of lifts where possible – review lift pass allocation/provide instructions to staff.</i></p> <p><i>Signage to indicate one-way/social distancing convention.</i></p>				
8	Reception	<p><b>Phase 1</b></p> <p>Reception will remain closed.</p> <p>Appropriate signage on main reception door.</p> <p><b>Phase 2 (potential considerations)</b></p> <p><i>Use the hatch window to communicate with visitors, parents/carers, delivery drivers, etc.</i></p> <p><i>Check arrangements for regular delivery drivers as to procedures in place (no signature required for many companies now).</i></p> <p><i>Clear message to parents/carers that email/telephone is the best method of contact.</i></p> <p><i>Access to the reception area will be by pre-agreed appointment only; staggered appointment times will be in operation.</i></p> <p><i>Follow latest government advice in relation to the addition of a plastic screen to protect reception staff.</i></p> <p><i>Check physical distance in the reception area as to how many visitors and/or staff will be permitted in this area in order to comply with social distancing guidance.</i></p> <p><i>Display maximum number on persons permitted on appropriate signage.</i></p>	Low	<ul style="list-style-type: none"> <li>• Sign in place on main door to reception.</li> <li>• Additional hand sanitiser ordered for potential future use in reception.</li> </ul>	Low	M Barron

		<p><i>Staff to telephone or email reception staff, where possible, as opposed to going to the reception area.</i></p> <p><i>Hand sanitiser dispensers available.</i></p> <p><i>Only use the larger reception room for meetings and re-arrange/remove furniture to create suitable distancing measures.</i></p> <p><i>Clear signage outside and within reception to reinforce key messages.</i></p>				
9	Toilets - Pupils	<p><b>Phase 1</b></p> <p>Specific toilet blocks to be allocated to specific study groups. These toilet blocks will be on the ground floor areas of the school only, with the exception of study groups who are to be based in the Art Loft; these students will use the toilets by the SLT Office.</p> <p>Staff to advise students in their group of which toilets can be used and monitor to ensure only allocated toilets are being used.</p> <p>Staff to assist Kier in monitoring stock levels of soap and disposable towels throughout the day and to request new supplies from Kier FM if necessary.</p> <p>Clear signage for washing of hands.</p> <p>Disposable towels to be placed in bins provided (lidded bins considered in line with government information, however, not deemed essential in a secondary school setting).</p>	High	<ul style="list-style-type: none"> <li>• Hand washing posters placed in all toilet areas.</li> <li>• Supervising staff aware that students must only use the toilets in their immediate work area.</li> </ul>	Medium	M Barron



		<p><b>Phase 2 (potential considerations)</b></p> <p><i>Behaviour policy to be updated, as applicable in line with latest government advice; communicated to staff, parents/carers and students prior to school re-opening/greater student numbers on site.</i></p>				
12	Outdoor spaces	<p><b>Phase 1</b></p> <p>Only members of the same study group are to be in the same area at any one time.</p> <p>Specific areas of use to be agreed if more than one study group on site requires an outdoor break.</p> <p>Study group members to remain 2m from each other.</p> <p>Outdoor play equipment not to be used unless provision for cleaning between each group of users is available, e.g. table tennis tables.</p>	Low	<ul style="list-style-type: none"> <li>• 'Not in Use' signage displayed on table tennis tables.</li> <li>• Social Distancing reminder posters displayed in windows visible from outside areas and on the MUGA.</li> </ul>	Low	M Barron
13	Heartspace/Hall /Activity Studio Spaces	<p><b>Phase 1</b></p> <p>Such spaces should only be used by one study group at a time.</p> <p>Use of effective planning/timetabling to ensure study groups do not mix.</p> <p>Kier FM to be informed in advance of planned areas of use and to arrange for all areas to be cleaned after each use, in line with latest government advice.</p>	Medium	<ul style="list-style-type: none"> <li>• Areas of use to be shared with Kier FM on an ongoing basis so they are aware of areas to be cleaned.</li> </ul>	Low	<p>M Barron</p> <p>A Cole (Cleaning of area)</p>
14	Offices	<p><b>Phase 1 –</b></p> <p>Assess each office area to identify the maximum number of staff permitted to use the space at any one time, to allow for 2m distancing.</p>	Medium	<ul style="list-style-type: none"> <li>• Signs displayed on all office doors to advise the maximum staff numbers permitted.</li> </ul>	Low	M Barron

		<p>Add signage to all office doors to confirm the maximum number of staff permitted to work in the office.</p> <p>Staff in individual office areas to agree work patterns that will meet the maximum staffing number and social distancing measures.</p> <p>Where possible, reduce the use of "hot desks" and assign members of staff an individual workstation/office so that keyboards/tables are not being shared.</p> <p>Staff to label their desk and chairs – particularly the blue, fabric office chairs as cleaning these is difficult.</p> <p>Where printers and photocopiers are shared, ensure antibacterial wipes are used to clean them after each use.</p> <p>Do not hold meetings in small offices.</p>		<ul style="list-style-type: none"> <li>• All staff to be aware of their responsibilities in ensuring that maximum office numbers are not exceeded and that social distancing is always observed.</li> <li>• Staff members who are working in school are to label their desks and chairs.</li> <li>• Staff to be made aware that they should not use a desk or chair that is assigned to another member of staff.</li> <li>• A supply of antibacterial wipes is available for use in office areas.</li> </ul>		
15	<b>Staff Room / Refreshments</b>	<p><b>Phase 1</b></p> <p>Staff are to be advised to bring in their own food and drink; this includes a flask for making hot drinks, where possible.</p> <p>All staff to wash their hands before and after using the staff room area.</p> <p>Only one member of staff to use the kitchenette area at any time; appropriate signs to be displayed.</p>	Medium	<ul style="list-style-type: none"> <li>• All protocols listed to be shared with all staff.</li> <li>• Display posters are in place to outline all the agreed protocols/hygiene reminders.</li> </ul>	Low	M Barron

		<p>Additional signage reminding staff to wash their hands and keep a safe distance.</p> <p>Antibacterial spray/disposable towels and antibacterial wipes available and signs for staff to clean the areas they touch after use, e.g. kettle handle, hot tap handle, sink taps, microwave, fridge handles, etc.</p> <p>Staff to only use their own cups/plates/cutlery, etc and to thoroughly clean and remove all items from the staff room after use.</p> <p>Soft blue fabric chairs to be removed and stored in the Conference Room as fabric is difficult to clean and a potential risk.</p> <p>Break and lunch times for supervising study group staff to be staggered to avoid overlap in staff wishing to use the kitchenette area.</p> <p>Other staff on site are to avoid using the staff room kitchenette area during the designated break and lunch times of staff supervising study groups.</p> <p><b>Staff Shower – The shower room accessed via the staff room can be used by staff provided the protocols on the posters displayed are followed;</b></p> <ul style="list-style-type: none"> <li>- Sanitise hands prior to using the shower</li> <li>- Use own shower products</li> <li>- Clean the shower with the antibacterial cleaning product supplied after use, in line with the protocols on the poster displayed</li> </ul> <p>Kier FM to ensure there is washing up liquid available and cleaning materials at the start and end of day – school to provide the supplies and advise the location of stock to Kier</p>		<ul style="list-style-type: none"> <li>• All soft furnishings removed.</li> <li>• Antibacterial spray/wipes and disposable cloths are in place.</li> <li>• Break and lunch times to be carefully planned.</li> </ul>		<p>A Cole (cleaning supplies)</p>
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		FM. Any staff member wishing to use the washing up liquid provided, should sanitise the container using an antibacterial wipe after each use.				
16	<b>Water Fountains</b>	<p><b>Phase 1</b></p> <p>With the exception of St Clare House, water fountains in student accessible areas have been taken out of use to prevent social distancing being compromised and to avoid frequent touching of the fountain tap.</p> <p>As St Clare House is the area used for full day provision by our Key Worker and EHCP student groups, the water fountain in this area will remain in use. The water fountain will be used only to refill student water bottles. Any student wishing to refill their bottle will be accompanied to the water fountain by a member of staff and the fountain will be cleaned using antibacterial wipes after each use. Relevant signage and antibacterial wipes will be placed alongside this water fountain.</p> <p>The water fountain in the staff room will remain available for staff to use, should they wish. Relevant signage and antibacterial wipes will be placed alongside this water fountain.</p>	Medium	<ul style="list-style-type: none"> <li>• A supply of antibacterial wipes is available.</li> <li>• Appropriate signage is in place.</li> </ul>	Low	M Barron
17	<b>Transport / School Minibuses</b>	<p><b>Phase 1</b></p> <p>Staff and Pupils should be encouraged to follow the latest Government's advice on transport:</p> <p><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> <p>Encourage students and staff to walk or cycle to their education setting where possible and safe to do so.</p>	Medium	<ul style="list-style-type: none"> <li>• The Home-School Agreement document includes advice on travel to school.</li> <li>• Appropriate 'Do Not Use' signs placed in the minibuses.</li> </ul>	Low	M Barron







20	Specialist Subjects	<p><b>Phase 1</b></p> <p>Current provision will be theory or teacher led with no room for practical work.</p>	Low	<ul style="list-style-type: none"> <li>Staff are aware of this.</li> </ul>	Low	M Barron
21	IT classroom use	<p><b>Phase 1</b></p> <p>Plan and timetable effectively so that study groups can be separated from using IT spaces at the same time. Study groups will be kept in separate areas of the school so no sharing of IT areas is envisaged.</p> <p>Provide a suitable antibacterial wipes to clean keyboards.</p>	Medium	<ul style="list-style-type: none"> <li>Senior staff are to plan IT room usage across St Clare and the large dedicated IT room, in order that study groups remain separate at all times.</li> <li>A supply of antibacterial wipes is available to clean IT equipment.</li> </ul>	Low	M Barron
22	PPE	<p><b>Phase 1</b></p> <p>Latest government guidance for PPE is where it is currently used (facilities, science, technology, first aid, etc) or when a specified person is dealing with a person with symptoms of COVID 19.</p> <p>Government advice on PPE:</p> <p><i>“The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases”</i></p>	Medium	<ul style="list-style-type: none"> <li>St John’s has no students on role where staff would ordinarily be required to use PPE to care for their needs.</li> </ul>	Low	M Barron

		<p>PPE is required where:</p> <ul style="list-style-type: none"> <li>• it is routinely used for intimate care needs.</li> <li>• a person becomes unwell with symptoms of coronavirus (see first aid section below).</li> </ul> <p>The school will provide PPE in these cases.</p> <p>Where PPE is recommended to be reused (e.g. goggles), they must be cleaned between use.</p> <p>Pupils are expected to follow latest government advice in relation to PPE, e.g.; face coverings.</p>				
23	First Aid	<p><b>Phase 1</b></p> <p>Identify an individual to be responsible for first aid; provision, equipment and facilities. Where a trained First Aider is on site, this person should take on the responsibility. Where no trained First Aider is on site, an Appointed Person should be nominated.</p> <p>If a medical situation or injury arises, the First Aider or Appointed Person should;</p> <ul style="list-style-type: none"> <li>- Take control and call the emergency services and/or parent/carer as necessary.</li> <li>- Ensure that all supervising staff are aware of where first aid kits are sited. First aid kits are located in all parts of the school, near to where study groups are based; Medical Room, Key Stage Offices, PE office, DT Prep Room and the Staff Room.</li> <li>- Ensure that the teacher supervising the group has checked for any known potential medical concerns and</li> </ul>	High	<ul style="list-style-type: none"> <li>• System and communication to be in place re First Aider/Appointed Person and shared with all supervising staff.</li> <li>• List to show location of first aid kits to be placed in all study group areas.</li> <li>• PPE for first aid use placed in the Medical Room, appropriately labelled and to include protocols for use.</li> <li>• Teacher supervising a study group to check the specific medical needs of the individual students</li> </ul>	High	M Barron

		<p>that the student is carrying their required medication, e.g.; asthma inhaler, Epi-pen, diabetes medication.</p> <ul style="list-style-type: none"> <li>- Be aware of the layout of the medical room and where to locate Care Plans and back up medication for serious health issues.</li> <li>- PPE is to be available for use by first aiders/Appointed Person if required. Government advice is:</li> </ul> <p><i>“If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult <b>if a distance of 2 metres cannot be maintained</b>. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn”.</i></p> <p><b>The First Aid PPE kit should be kept apart from standard first aid equipment – PPE kits will be stored in the Medical Room and clearly labelled.</b></p> <p>The link below outlines general government advice about first aid in schools and the responsibilities of the Appointed person:</p> <p><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/306370/guidance_on_first_aid_for_schools.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/306370/guidance_on_first_aid_for_schools.pdf</a></p>		<p>within the study group. This is to identify if particular students are carrying essential medication. The teacher should also be aware of the location of any ‘back up’ medication held on site – in the medical room.</p>		
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		<p>The daily staff rota should identify who the First Aider or Appointed Person is and this should be shared with all staff in attendance in advance.</p> <p>Accident reporting procedures remain unchanged – please notify the Operations Manager.</p> <p>The Medical Room will be unlocked by Kier FM each day prior to 8.30am and relocked once all students have left site. This decision has been made to allow swift access by staff as the Medical Room is in a secure area, only accessible with a staff swipe card; no unaccompanied students or visitors are permitted in this area.</p>				A Cole (Medical Room access)
24	<b>Pupil / staff shows COVID 19 symptoms whilst at school</b>	<p><b>Phase 1</b></p> <p>Follow latest government advice:</p> <p>The current advice is that if anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection.</p> <p>If a student is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If the student needs to go to the toilet whilst waiting to be collected, they should use a separate toilet, if possible. The toilet should be cleaned and disinfected using government recommended cleaning products before being used by anyone else.</p>	High	<ul style="list-style-type: none"> <li>• Appropriate signage placed on the doors of Reception area, Medical Room and the Reception toilet.</li> <li>• Staff to be aware of protocols to be followed in this situation.</li> <li>• The Home-School Agreement document advises parents/carers and students what will happen in this situation.</li> </ul>	High	<p>M Barron</p> <p>A Cole (cleaning of toilet after use where Covid 19 symptoms suspected)</p>

		<p>At St John’s the Reception area should be used as it is a large secluded area, with window ventilation and a separate toilet.</p> <p>PPE should be worn by staff caring for the child while they await collection <b>if a distance of 2 metres cannot be maintained</b>. This equipment will be available in the medical room.</p> <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>Currently if a member of staff has helped someone who is unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see ‘What happens if there is a confirmed case of coronavirus in a setting?’ below). The staff member should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <p>Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance. Alert Kier FM staff in this scenario in order that the area can be thoroughly cleaned.</p>				<p>A Cole (cleaning of area)</p>
<p>25</p>	<p><b>Actions following a confirmed COVID 19 case of a student or staff member</b></p>	<p><b>Phase 1</b></p> <p>If a student or staff member who has been in school has a positive COVID 19 test result, we will work with NHS Track &amp; Trace and Public Health England to take appropriate action.</p>	<p>High</p>	<ul style="list-style-type: none"> <li>The Home-School Agreement document includes this information.</li> </ul>	<p>High</p>	<p>M Barron</p>

	<b>who has been in school</b>	We will always keep parents/carers fully informed in this circumstance.				
<b>26</b>	<b>Meetings (Small 2-3 people) with students</b>	<p><b>Phase 1</b></p> <p>Meetings to be remote where possible.</p> <p>Students to use a booking in system to meet staff outside of their study group.</p> <p>Staggered booking system with minimal students/families on site at any time; next appointment to wait separately in a designated area where chairs, if required, will be 2m apart.</p> <p>Use a separate entrance door and/or time to study groups on site.</p> <p>Hand sanitiser to be available.</p> <p>Open windows to allow air circulation.</p> <p>Consider holding meetings in outside, open areas, e.g.; Heartspace.</p> <p>Clean area after use, including chairs and desks.</p>	Medium	<p>If a face to face meeting is deemed essential, the following will apply;</p> <ul style="list-style-type: none"> <li>• Agree and communicate booking system.</li> <li>• Person conducting the meeting to place appropriate signage on entrance door.</li> <li>• Hand sanitiser, antibacterial cleaning spray and disposable wipes to be available.</li> <li>• Waiting area to be set up with chairs 2m apart, if applicable.</li> </ul>	Medium	M Barron
<b>27</b>	<b>Meetings (Small 2-3 people) between staff</b>	<p><b>Phase 1</b></p> <p>Meetings to be remote where possible.</p> <p>Wash or sanitise hands before and after the meeting.</p> <p>Members to be 2m apart where possible.</p> <p>Open windows to allow air circulation.</p>	Medium	<p>If a face to face meeting is deemed essential, the following will apply;</p> <ul style="list-style-type: none"> <li>• Antibacterial cleaning spray/ disposable wipes are available in school for staff to use.</li> </ul>	Medium	M Barron

		<p>Consider holding meetings in outside, open areas.</p> <p>Clean area after use, including chairs and desks.</p>				
28	<b>Meetings (Small 2-3 people) with external bodies</b>	<p><b>Phase 1</b></p> <p>Meetings to be remote where possible.</p> <p>Use a separate entrance door and/or time to study groups.</p> <p>Hand sanitiser to be available.</p> <p>Members to be 2m apart where possible.</p> <p>Open windows to allow air circulation.</p> <p>Consider holding meetings in outside, open areas.</p> <p>Clean area after use, including chairs and desk.</p>	Medium	<p>If a face to face meeting is deemed essential, the following will apply;</p> <ul style="list-style-type: none"> <li>• Hand sanitiser, antibacterial cleaning spray and disposable wipes to be available.</li> </ul>	Medium	M Barron
29	<b>Meetings (large, 4 or more people)</b>	<p><b>Phase 1</b></p> <p>Meetings to be remote where possible.</p> <p>Large meetings not expected in Phase 1 but, where deemed essential, use a large, open area with good circulation.</p> <p>Wash or sanitise hands before and after the meeting.</p> <p>Clean area after use, including chairs and desks.</p>	Medium	<p>If a face to face meeting is deemed essential, the following will apply;</p> <ul style="list-style-type: none"> <li>• Antibacterial cleaning spray/ disposable wipes are available in school for staff to use.</li> </ul>	Medium	M Barron
30	<b>School events (Open Evening, Parents evening)</b>	<p><b>Phase 1</b></p> <p>Large scale events such as open evenings will be postponed.</p> <p>Innovative use of technology for key events, e.g.; Transition area on website to show key information.</p>	Medium	<ul style="list-style-type: none"> <li>• Staff and relevant parties are aware.</li> </ul>	Low	M Barron



		Parents evening to be conducted (where appropriate) using remote methods (e.g.; telephone).				
31	<b>Staff on Site – Fire / Emergency Evacuation</b>	<p><b>Phase 1</b></p> <p>For safety reasons, all staff are to sign in and out of the building using the signing in book. To reduce risk, staff should use their own pen and use the hand sanitiser provided when signing in and out of the building.</p> <p>In the event of an emergency evacuation being required, the most senior person on site is to take responsibility and take the staff signing in book to the MUGA – this person is known as the Responsible Person.</p> <p>Responsible Person to ensure all staff maintain a 2m distance and take a staff register using the signing in book to confirm who is on site.</p> <p>Teacher supervising a study group should ensure a daily register is taken when students arrive in school. In the event of an evacuation, the teacher should take their students and the register to the MUGA, maintaining a 2m distance at all times.</p> <p>Individual study groups should go to separate areas of the MUGA, as directed by the Responsible Person.</p> <p>Student registers are to be taken and the outcome reported to the Responsible Person.</p> <p>In the unlikely event that a third party/parent/carer is on site for a meeting. The staff member they are meeting with is responsible for escorting the visitor(s) to the MUGA whilst maintaining a 2m distance.</p>	High	<ul style="list-style-type: none"> <li>• An appropriate sign and hand sanitiser are in place next to the signing in book.</li> <li>• All staff to be aware of the requirements for signing in and out of the building and the fire / emergency evacuation procedures.</li> <li>• Requirements for the Responsible Person duties shared with all senior staff members allocated the lead on site role.</li> </ul>	Medium	M Barron

		<p>There will be no fire register available from SIMS or the visitor signing in system available – other records outlined above are to be used.</p> <p>The Responsible Person should liaise with the Kier Site Manager/Caretaker on site in relation to the evacuation and only re-enter the building when advised it is safe to do so.</p> <p>The Responsible Person should send a report of the evacuation to the Headship Team and the Operations Manager. The report should include the following in relation to the evacuation; date, time, how long it took to account for all parties, if re-entry into the building was permitted immediately, reason for evacuation (if known), if the emergency services were required to attend, any casualties, any damage, any other relevant information and/or learning points.</p>				<p>A Cole (fire responsibilities)</p> <p>M Barron</p>
32	<b>Shielded (extremely clinically vulnerable) pupil</b>	<p><b>Phase 1</b></p> <p>Follow latest government advice and inform the school of the situation if your child has been invited into school to attend a study group session.</p>	Low	<ul style="list-style-type: none"> <li>The Home-School Agreement document includes information in relation to this point.</li> </ul>	Low	M Barron
33	<b>Shielded (extremely clinically vulnerable) staff member</b>	<p><b>Phase 1</b></p> <p>Follow latest government advice.</p>	Low	<ul style="list-style-type: none"> <li>All staff to be aware of this point.</li> </ul>	Low	M Barron

34	<b>Clinically vulnerable Pupil</b>	<b>Phase 1</b> Follow latest government advice and inform the school of the situation if your child has been invited into school to attend a study group session.	Low	<ul style="list-style-type: none"> <li>The Home-School Agreement document includes information in relation to this point.</li> </ul>	Low	M Barron
35	<b>Clinically vulnerable Staff member, including pregnant staff.</b>	<b>Phase 1</b> Follow latest government advice.	Medium	<ul style="list-style-type: none"> <li>All staff to be aware of this point.</li> </ul>	Medium	M Barron
36	<b>Living in the same household with a shielded person (extremely clinically vulnerable) – Pupil or Staff</b>	<b>Phase 1</b> Follow latest government advice.	High /Medium	<ul style="list-style-type: none"> <li>The Home-School Agreement document includes information in relation to this point.</li> <li>All staff to be aware of this point.</li> </ul>	Medium	M Barron
37	<b>Living in the same household with a clinically vulnerable person – Pupil or Staff</b>	<b>Phase 1</b> Follow latest government advice.	Low	<ul style="list-style-type: none"> <li>The Home-School Agreement document includes information in relation to this point.</li> <li>All staff to be aware of this point.</li> </ul>	Low	M Barron

38	<b>Staff Members who feel they are unable to work in school</b>	<p><b>Phase 1</b></p> <p>The school will follow latest government advice and is currently asking staff to work from home where possible, with volunteer staff supporting our Key Worker/EHCP groups.</p> <p>As the school begins to reopen for some students in Year 10 and Year 12, you may be contacted in relation to supporting certain study groups.</p> <p>If you are approached to work in school and feel that you are unable to, even with appropriate safety and social distancing measures in place; please let the Headteacher know in confidence.</p> <p>The well-being, health and safety of our staff is paramount and staff member needs and circumstances will be reviewed on an individual basis.</p> <p>If any specific queries arise that cannot be resolved by referral and adherence to government advice, the Headteacher will contact our HR Partner at Schools Personnel Services, KCC, for appropriate advice.</p>	Medium	<ul style="list-style-type: none"> <li>All staff to be aware of this point.</li> </ul>	Medium	M Barron
39	<b>School Trips</b>	<p><b>Phase 1</b></p> <p>School trips (both local and overseas) should be cancelled until September 2020 at the earliest. The school is awaiting government advice about those trips planned for after August 2020.</p> <p>Do not plan any overseas trips or those that require pupil payment until government advice is updated and you have fully consulted with the Headship Team.</p>	Low	<ul style="list-style-type: none"> <li>All staff to be aware of this point.</li> </ul>	Low	M Barron

40	<b>Facilities – After any period of Shutdown</b>	<p><b>Phase 1</b></p> <p>Ensure all statutory checks have been completed and are up to date after any period of shutdown.</p> <p>Standard checklists for Kier FM team completed as usual.</p> <p>Specifically, items referred to in item 40 below.</p>	Medium	<ul style="list-style-type: none"> <li>• Core Kier FM responsibilities, to continue as usual.</li> </ul>	Low	A Cole
41	<b>Facilities - General</b>	<p><b>Phase 1</b></p> <p>Maintain health &amp; safety compliance checks and routine site safety inspections (to be recorded). These include but are not limited to:</p> <ul style="list-style-type: none"> <li>· Water hygiene/legionella</li> <li>· Gas safety</li> <li>· Electrical safety</li> <li>· Fire safety security</li> <li>· Heating Ventilation and Air Conditioning</li> <li>· Daily &amp; monthly site safety checks, including security and access system</li> </ul> <p>Schedule an agenda for daily cleaning tasks in adherence with government guidelines.</p> <p>Support school with any ad-hoc cleaning requests.</p> <p>Regular monitoring of stock levels for cleaning supplies.</p> <p>Assist the school with advising and implementing government COVID 19 guidelines as necessary, e.g.; to include installing 2 metre safe distance markers, displaying posters, etc.</p>	Medium	<ul style="list-style-type: none"> <li>• Head teacher to consult and liaise with Kier FM in relation to all re-opening plans and adopt a working together approach, to ensure that all the health and safety requirements are strictly adhered to.</li> </ul>	Low	M Barron & A Cole

<p><b>42</b></p>	<p><b>Facilities – Air Flow Ventilation System</b></p>	<p><b>Phase 1</b></p> <p>The ventilation system in our school building is an air flow ventilation system, as opposed to an air conditioning system.</p> <p>Kier Build is the contractor who built the school and Kier FM are the company responsible for the upkeep of the building and its facilities.</p> <p>Kier FM have checked the building ventilation plans for the school and the following confirmation has been received in relation to Covid-19 safety protocols;</p> <ul style="list-style-type: none"> <li>• the ventilation system at St John’s is fully compliant.</li> <li>• The ventilation system works by taking in fresh air naturally, and is then fed through the school to separate areas, which is then vented out of the building via the ceiling voids. The fresh air is not recirculated throughout the school, nothing is circulated from one room to another.</li> </ul>	<p>High</p>	<ul style="list-style-type: none"> <li>• Core Kier FM responsibilities, to continue as usual in relation to the maintenance of the air flow ventilation system.</li> </ul>	<p>Low</p>	<p>A Cole</p>
<p><b>43</b></p>	<p><b>Contractors</b></p>	<p><b>Phase 1</b></p> <p>Only urgent and essential contractor visits and/or work should be planned.</p> <p>Standard contractor Health &amp; Safety applies.</p> <p>Kier FM, and school staff, where appropriate (e.g. photocopier servicing), should contact their regular contractors to establish risk assessments that specifically reference COVID 19 control measures.</p> <p>Kier FM and school staff should ensure that contractors are aware of local rules for each school (availability of classrooms; opening hours etc.) when signing in at site.</p>	<p>Medium</p>	<ul style="list-style-type: none"> <li>• All Kier FM and school staff to be aware of this point.</li> </ul>	<p>Medium</p>	<p>M Barron &amp; A Cole</p>

		<p>Kier FM and school staff to supervise induction process on arrival. To include; ·</p> <ul style="list-style-type: none"> <li>· Carry out a dynamic risk assessment to identify that any proposed work is safe to continue in keeping with government COVID 19 guidelines.</li> <li>· If necessary barrier off work area.</li> <li>· Can the work be postponed for a more suitable and safer time of day?</li> <li>· Correct PPE is worn.</li> </ul>				
44	<b>Capital, Condition and Any Expansion Works</b>	<p><b>Phase 1</b></p> <p>Where possible, capital/condition/expansion works should be deferred until the summer holiday period. Where it is essential to begin works early, contractors should work with the Headship and Kier FM site team to establish safe systems of work and provide a risk assessment to Kier FM that specifically references COVID 19.</p>	Medium	<ul style="list-style-type: none"> <li>• All Kier FM and Headship Team to be aware of this point.</li> </ul>	Medium	M Barron & A Cole
45	<b>Evening / Weekend Lets</b>	<p><b>Phase 1</b></p> <p>All evening and weekend lets should be cancelled whilst the school is going through this transition. This will be reviewed on an ongoing basis.</p> <p>Schools Plus to be notified by Kier FM as they hold the partnership agreement in relation to Schools Plus (the letting company).</p>	Medium	<ul style="list-style-type: none"> <li>• All Kier FM staff to be aware of this point.</li> </ul>	Low	M Barron & A Cole

46	<b>Safeguarding and Attendance</b>	<p><b>Phase 1</b></p> <p>The Designated Safeguarding Lead (DSL) or Deputy DSL must be available during school hours for staff to discuss any safeguarding concerns. If it isn't possible to have a DSL/Deputy DSL on the school premises at all times, then they need to be available for contact by telephone/email.</p> <p>The My Concern portal should continue to be used by staff to raise concerns.</p> <p>The supervising staff on site will be responsible for taking student attendance registers and the Education Setting Status form should continue to be completed daily for staff and students on site; this provides information to the DfE.</p> <p>The school's Child Protection Policy has been updated in line with latest Government COVID 19 related advice. The updated Policy has been ratified by our Governors.</p>	Medium	<ul style="list-style-type: none"> <li>All staff to be aware of this point.</li> </ul>	Medium	M Barron
47	<b>Student wellbeing</b>	<p><b>Phase 1</b></p> <p>Pastoral staff to plan likely mental health, pastoral or wider wellbeing support for children returning to school (for example, bereavement support) – led by DSL</p>	High	<ul style="list-style-type: none"> <li>All staff to be aware of this point.</li> </ul>	High	M Barron
48	<b>Students with an Educational Health Care Plan (EHCP)</b>	<p><b>Phase 1</b></p> <p>Each student with an EHCP, will be supported on a case by case basis depending on their individual needs. Our SENCO will liaise directly with each respective parent/carer and the relevant member(s) of staff.</p>	High	<ul style="list-style-type: none"> <li>SENCO and all supporting staff to be aware of this point.</li> </ul>	Medium	M Barron



49	Staff Wellbeing	<p><b>Phase 1</b></p> <p>It is appreciated that staff may be suffering a range of emotions due to their unique COVID 19 experiences. In line with our Catholic ethos, staff members are urged to speak to a member of the school community about any worries or difficulties they have faced and/or continue to face. This conversation could, in the first instance, be with whoever you feel most comfortable with, e.g. Chaplaincy Team, line manager, member of the SLT or Headship Team. Please be reassured that any such discussions will be treated in the strictest of confidence and with the aim of providing the support you and your family may need.</p> <p>In addition to the above, all employees have access to the Education Support Partnership, which offers access to information, advice and emotional support on a number of wellbeing subjects, including stress. Employees can access this site at <a href="https://www.educationsupport.org.uk/about-us/contact-us">https://www.educationsupport.org.uk/about-us/contact-us</a></p> <p>Alternatively, please contact the Education Support Partnership by telephone on 0800 562 561.</p>	Medium	<ul style="list-style-type: none"> <li>All staff to be aware of this point.</li> </ul>	Medium	M Barron
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**Risk Rating Matrix (Physical)**

**Risk level = Severity x Likelihood**

Severity (S)	Likelihood (L)		
	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
Fatality; major injury or illness causing long term disability (High)	<b>HIGH (H)</b>	<b>HIGH (H)</b>	<b>MEDIUM (M)</b>
Injury or illness causing short term disability (Medium)	<b>HIGH (H)</b>	<b>MEDIUM (M)</b>	<b>LOW (L)</b>
Other injury or illness (Low)	<b>MEDIUM (M)</b>	<b>LOW (L)</b>	<b>LOW (L)</b>

**Risk Rating Matrix (Emotional)**

Risk Rating Matrix (RR)	Likelihood (L)		
Severity (S)	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
Death/suicide, severe depression, long term mental health issues Long term / repeated deliberate risk-taking. Emotional impact severe enough to trigger referral to another service e.g. CAMHS/GP/EP and/or significant medical intervention e.g. attempted suicide/anorexia/school refusal (High)	<b>HIGH (H)</b>	<b>HIGH (H)</b>	<b>MEDIUM (M)</b>
Emotional response that results in deteriorating / erratic attendance, withdrawing / not engaging, anxiety, fear, worry, impacts on behaviour of others (e.g. negativity, irritability, negative emotions, lacks of concentration, lack of motivation) (Medium)	<b>HIGH (H)</b>	<b>MEDIUM (M)</b>	<b>LOW (L)</b>
Significant distress or upset that can be addressed or resolved within a few days i.e. has no lasting negative impact Upset/ distress that subsides relatively quickly and with minimal additional support i.e. within a day or so	<b>MEDIUM (M)</b>	<b>LOW (L)</b>	<b>LOW (L)</b>

**Residual Risk is the risk that remains after the additional control measures are in place.**

<p><b>Additional Information, if appropriate:</b></p> <p>Notes, comments, further details, outline procedures, safe systems of work, standards, drawings, etc.</p>

Risk Assessment Circulation list (indicate those parties it is deemed applicable to share this document with)					
<b>Employees</b> – Yes	<b>Students</b> – Yes, available on school website	<b>Parents/Carers</b> – Yes, available on school website	<b>Kier/SPV/KCC</b> - Yes	<b>Contractors</b> – N/A at this stage	<b>Third Parties</b> – N/A at this stage
<b>Signature of Head Teacher and Chair of Governors:</b>					
<b>Print Name:</b>	Matt Barron		Tony Thomas		
<b>Date Assessed:</b>	26/06/2020		<b>Review Date:</b>	Weekly, or sooner if deemed necessary	