

St Bede's Risk Assessment for an increased opening during the COVID-19 Crisis

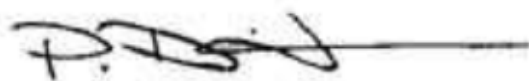
(Based on the LCC model and School Bus Resource)



PART A. ASSESSMENT DETAILS:

Area/task/activity: School opening arrangements during COVID-19 restrictions

Location of activity: St Bede's Catholic High School

Team/School name: Address & Contact details:	St Bede's High School, Ormskirk	Name of Person(s) undertaking Assessment:	Annette Southworth & Philip Denton (25.08.2020) Reviewed by SLT (02.11.2020) Reviewed by Philip Denton (03.01.2021) Reviewed by Philip Denton (24.02.2021) Reviewed by Annette Southworth & Philip Denton (19.04.2021) Reviewed by Philip Denton & Annette Southworth (11.08.2021 & 25.08.21)
		Signature(s):	<i>A Southworth</i>
Line Manager/ Headteacher (Name/Title):	Mr Philip Denton	Date of Assessment:	25.08.2021
Signature:		Planned Review Date:	Reviewed 02.11.2020 Reviewed 18.12.2020 Reviewed 03.01.2021 Reviewed 24.02.2021 Reviewed 12.08.2021 Reviewed 25.08.2021
How communicated to staff:	Email and face to face delivery at Inset 01.09.2021	Date communicated to staff:	01.09.2020 02.11.2020 (Reviewed Document) 18.12.2020 (Reviewed Document)

			03.01.2021 (Reviewed Document) 25.02.2021 01.09.2021 (Updated Document)
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PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:			
List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
Changes to official COVID19 guidance and advice	Employees, pupils, visitors, contractors, parents	<p>Potential spread of infectious disease</p> <p>The SAGE minutes of 22.12.20 described an increased risk in this area.</p>	<p>School regularly refers to official advice from the DfE, PHE, H&S and HR;</p> <ul style="list-style-type: none"> ○ COVID-19: guidance for education settings ○ COVID-19: maintaining educational provision ○ LCC Schools HR guidance ○ LCC Health & Safety COVID-19 web page ○ P:\Policies and Procedures\Health & Safety Policy Sept 19.pdf ○ https://schoolsportal.lancsngfl.ac.uk/view_sp.asp?siteid=3726&pageid=43777 Infection Control Guidance ○ P:\Policies and Procedures\First Aid Procedure Sept 19 .pdf ○ March re-opening advice ○ All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> ○ The Health Protection (Notification) Regulations 2010 ○ The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 ○ Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' ○ DfE (2021) 'Schools coronavirus (COVID-19) operational guidance (applies from step 4)' <p>DfE (2021) 'Use of PPE in education, childcare and children's social care'</p> <p>Headteacher or other senior person keeps up to date with official COVID-19 Guidance and informs employees/school arrangements as required.</p>

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			<p>The recent government advice suggests that home testing should continue and in-school testing is advisable. Please see this link: https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19.</p> <ul style="list-style-type: none"> • On September 3rd, 2021, all year groups will be tested initially • The following week (w/c 6.9.21), we will test a year group per day using lateral flow testing until further notice. Current guidance suggests that this should also include students & staff that have been in close contacts of positive cases. • We will distribute lateral flow tests as they are delivered to school. • It is advised that students should continue to test twice a week at home • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> ○ The Health Protection (Notification) Regulations 2010 ○ The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 ○ Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' ○ DfE (2021) 'Schools coronavirus (COVID-19) operational guidance (applies from step 4)' ○ DfE (2021) 'Use of PPE in education, childcare and children's social care' • Staff receive any necessary training on measures that have been implemented that are relevant to their role, e.g. infection control and pupil wellbeing.

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			<ul style="list-style-type: none"> Pupils are made aware of the measures that are in place, e.g. infection control and behaviour expectations, via various methods, including visual aids around the school and reminders from staff.
Impact on H&S roles and responsibilities and arrangements	Employees, pupils, visitors, contractors, parents	Potential spread of infectious disease, stress, injury or harm from accidents/incidents	<ul style="list-style-type: none"> There will be whole staff briefings on Monday and Friday. Our Reflection briefings will take place via Teams each Tuesday. Pastoral information will now be communicated by an MS Teams meeting on Thursday. Year group meetings will take place in the Head of Year's classroom. Staff will be advised of: <ul style="list-style-type: none"> Who to report issues or concerns to Any feedback or amendments that have been made following feedback or additional guidance Reminders of the school day and any adjustments First aid provision e.g. named first aider or appointed person Fire arrangements if different to normal proceedings Security/lock down arrangements if different to normal school day Pupils to line up at beginning of day as per Fire evacuation in form groups. Teachers to collect pupils to take to classroom. Students entering the ROSLA/Hums block/DT1/SPH1/PE should line up at the designated points. RE and SBR classes (Sci) line up separately. In the event of inclement weather, students directed straight to forms and briefing to be cancelled. Premises updates Any pupils self-isolating and requiring work Any other relevant information to include delivery of home learning

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			<ul style="list-style-type: none"> All employees have clear roles and responsibilities which are within their capabilities and are aware of how to raise any concerns. A one-way system will be in operation on corridors and in the various school buildings. In a change to the previous one-way system, where possible, students will exit the dining hall via the LRC to avoid passing peers through the main doors. Should the main door-way out of the hall be clear, students can also exit via the main hall. This decision has been made to avoid unsupervised students walking around the back of the dining room and sports hall.
Impact of COVID adjustments on pupil activities and work tasks	Employees, pupils, contractors, visitors	Potential infectious disease, Injury or harm from accidents,	<p>Curriculum Leaders and Classroom teachers have written departmental and individual classroom risk assessments, respectively.</p> <p>Students will be asked to wear their uniform in order to clearly identify themselves as St Bede's students whilst they are in school. Students must not wear non-uniform hoodies or jumpers. These will be confiscated if they are worn around school.</p> <p>Should a further lockdown be imposed on the school, a Year group bubble or specific group of pupils there is a protocol to provide online lessons to all pupils. This will involve teaching staff still delivering their normal lesson via Microsoft Teams, sharing resources via Class Charts or the school website.</p> <p>We will encourage full participation of all pupils concerned should this need arise. If a pupil does not have access to the internet or a device that does not support Teams then staff will aim to provide work via Class Charts, uploading key presentations, worksheets and activities to this platform.</p> <p>Where some students are self-isolating, teachers can invite them to their lessons virtually using MS Teams. They can also share work via Class Charts.</p> <ul style="list-style-type: none"> Pupils and parents are made aware that, from 16 August 2021, pupils under the age of 18 will no longer be required to self-isolate if they are identified as a close contact of a positive case. Instead, pupils will be advised by NHS Test and Trace to take a PCR test and will only need to isolate if they produce a positive test.

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			<ul style="list-style-type: none"> • Pupils and parents are made aware that, from 16 August 2021, fully vaccinated adults who are identified as a close contact of a positive case will not need to self-isolate unless they develop symptoms or produce a positive test, as long as they are fully vaccinated. • Staff who have only had one dose of the vaccine are made aware that they still need to self-isolate if identified as a close contact until two weeks after receiving their second dose. • Instances of staff, pupils, visitors and volunteers displaying symptoms of coronavirus are managed in line with local and national guidance.
Spread of COVID-19 virus via germs on surfaces and furniture within the building	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<p>All employees, pupils and visitors are required to follow guidelines re washing hands for 20 seconds upon arrival on site and/or use the hand sanitiser at the point of entry;</p> <ul style="list-style-type: none"> • Pupils, staff and other adults do not enter the school premises if: <ul style="list-style-type: none"> ○ They have any symptoms of coronavirus. ○ They have tested positive for coronavirus in the last 10 days. ○ They are required to quarantine having recently visited countries outside the Common Travel Area. • Parents are informed not to bring their children onto the school premises if they show symptoms of, or have tested positive for, coronavirus. • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, loss or change in sense of smell or taste, and a high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. • All employees and pupils wash their hands more frequently, particularly before eating and drinking, applying first aid, before and after playtime and after using the toilet; • External hand wash stations have been provided for staff and pupils; • Posters are displayed on general hand hygiene; • Poster on cleaning and disinfection guidance is on display;

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			<ul style="list-style-type: none"> • Pupils are reminded to avoid touching their faces with unwashed hands; • Pupils and staff are reminded to use hand sanitizer on entry to the building, the dining room, after purchasing provisions and before they eat their lunch. Additional sanitizer is available on dining tables. • Pupils are encouraged to eat food purchased at breaktime on the rear yard as much as possible. Tables and benches are now available to use. • Everyone follows the Catch it, Bin it, Kill it guidance to catch coughs and sneezes in tissues and throw them in the bin immediately (hands to be sanitized immediately after disposal); • Tissues are readily available throughout the school. • Pupils are reminded how to catch coughs and sneezes if a tissue is not readily available i.e. in the crook of the elbow rather than in the hands; • PPE material and cleaning products available in classrooms. Please refer to this in your classroom risk assessment. Students and staff will have the opportunity to continue to wear PPE should they feel more comfortable doing so. • Staff are recommended to open windows and doors in their workspace to encourage air flow. Co2 testing will be undertaken to measure air flow across the school. <p>The building is subject to frequent cleaning by employees and/or a cleaning contractor;</p> <p>Employees have been instructed on cleaning and sanitising requirements;</p> <ul style="list-style-type: none"> • All key areas and surfaces are cleaned regularly during and after use; • Cleaning and disinfection of frequently touched objects and surfaces is carried out by employees e.g. railings/bannisters, door and window handles, taps, desk/table tops, sports equipment, teaching & learning aids, computer equipment, telephones, toys and bathroom facilities, etc.;

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			<ul style="list-style-type: none"> • Good housekeeping is maintained at all times; cleaning materials in each classroom and additional housekeeping staff employed to support the needs over the lunch period. • Waste bins are emptied daily and the contents disposed of safely; • Employees having to clean bodily fluids are aware of and implement the controls outlined in the establishment's Cleaning of Bodily Fluids risk assessment; • A strict colour coding system is in place to reduce the risk of cross contamination; • PPE is provided for employees to wear during certain cleaning activities and must be worn as instructed e.g. gloves, aprons etc.; • If necessary the Headteacher or Chair of Governors will arrange for a further deep clean to be carried out. <p>Note: For instances where it is necessary for a deep clean to be carried out following a suspected case of COVID-19 virus on site a deeper clean will be required in accordance with the guidance COVID-19: cleaning in non-healthcare settings.</p> <p>In the event of a school or local outbreak, the school adheres to advice from the director of health, which may include bringing back face coverings temporarily in communal areas and classrooms for staff, pupils and visitors.</p>
Spread of COVID-19 virus via air borne particles	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<p>Guidance on Social Distancing MUST be adhered to wherever possible; DfE COVID-19 guidance on implementing social distancing in educational settings is reviewed regularly;</p> <p>Employees are encouraged to socially distance themselves from each other, pupils and parents/carers;</p> <ul style="list-style-type: none"> • Parents/carers should not enter the school without an arranged appointment. • Seating plans are logged on Class charts to support and track pupil movement. The class code should be the same as shown on the SIMs timetable.

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			<ul style="list-style-type: none"> • Face coverings are recommended to be worn in enclosed and crowded places. Face coverings should be worn on school transport.
Employee or pupil displaying signs of COVID-19 whilst in school	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> • Employees are aware of the virus symptoms and are vigilant in reporting all concerns to the responsible person who will reference DfE COVID-19: guidance for education settings for advice on dealing with the situation; • Employees who have assisted someone who has taken ill with COVID-19 symptoms will wash their hands for 20 seconds, they do not need to go home unless they display the symptoms themselves; • Employees showing symptoms are sent home and reminded to self-isolate following current government guidance for staying at home; • If a pupil displays symptoms they will be placed in a separate room until they can be collected, whilst being mindful of individual pupils' needs; Pupils are not to be brought to the main reception area and asked to sit there whilst parents are contacted. If needed, pupils can be asked to sit on the bench outside whilst being supervised from reception. • Ideally, a window will be opened in the room for increased ventilation; • If it is not possible to isolate the pupil e.g. if it causes them undue distress or they need to remain under adult observation, an assessment will be carried out to see whether it is sufficient to move them to an area which is at least 2 metres away from others or they can safely sit outside being supervised.

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Spread of Infection	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the infection control guidance using PPE at all times. • Staff and volunteers are encouraged to transfer information digitally, e.g. via email, and to avoid transferring information in paper format. • Staff and volunteers do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with the updated infection control guidance and local and national guidance. • Staff and volunteers inform the Headteacher when they plan to return to work after having coronavirus and completing self-isolation. • Staff and volunteers to notify the Headteacher if they have an impaired immune system or a medical condition that means they are more vulnerable to infections – alternate working arrangements are put in place where required. • Any additional risk assessments for staff and volunteers who are more vulnerable to infections are put in place by the Headteacher. • Staff and volunteers are vigilant, and report concerns about their own, a colleague's or a pupil's symptoms to the Headteacher. • Students & staff will be provided with 2 tests to use each week at home. The results of the tests should be uploaded to the NHS track and trace website. School will keep parents updated of any change to this situation.

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Need for Personal Protective Equipment (PPE)	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> • PPE is provided as detailed in task risk assessments e.g. for the Cleaning Up of Bodily Fluids. • Staff are issued PPE wear should they choose to wear it around school.
First aid provision	All building occupants	Untreated injuries	<ul style="list-style-type: none"> • First Aiders are aware of the Government guidance for first responders; • Employees working in the school are kept informed of changes during the daily briefing. First aiders allocated to deal with suspected Covid situations are WEM and ASO; • In the event of an incident requiring first aid, should there be no nominated first aider available, the Appointed Person can seek advice from the NHS by calling 111 and asking for medical advice, or call the emergency services on 999 to request an ambulance;
Lack of Social Distancing	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> • Staff and pupils are informed they no longer need to adhere to social distancing measures in school unless directed. • Pupils are informed they no longer need to be separated into bubbles in school. • In the event of a school or local outbreak, the school adheres to the advice of a director of public health, which may include returning to social distancing measures, including pupil bubbles, temporarily • Staff and volunteers avoid contact with people who show symptoms of coronavirus, both in and out of school. • Where a member of staff must accompany or supervise a pupil showing symptoms of coronavirus, infection control procedures and social distancing arrangements are adhered to at all times. • Remote meetings/conference calls arranged if possible. • Contact with parents is minimised and alternative arrangements are in place – where contact with parents must occur face-to-face, infection

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			<p>control procedures and social distancing arrangements are communicated to parents.</p> <ul style="list-style-type: none"> • Outside dining seating and canopies has been purchased to encourage pupils to sit in the fresh air and encourage social distancing during breaks and lunch <p>Recommendations for classroom practice and departmental Risk Assessment</p> <ul style="list-style-type: none"> • Pupils should sanitize their hands before entering a classroom. • Pupils are to be encouraged to use their own stationery. Departmental equipment/ stationery used by pupils should be placed in an alternative box for 72 hours or wiped prior to reuse. • Pupils to wipe surfaces / tables/ keyboards/textbooks at the end of each lesson subject to departmental risk assessment. • Where possible exercise books should be backed in plastic. (Sticky back plastic) • Exercise books or folders to be wiped before being handed in by pupils. • Where possible pupil's work can be presented electronically.
NHS Test and trace	All Stakeholders	Potential spread of virus	<p>The school is not responsible for Test and Trace contacting. This will be taken over by the NHS Test and Trace service.</p> <ul style="list-style-type: none"> • NHS Test and Trace service will inform staff and pupils if they have been in close contact with a positive case of coronavirus and will advise them to take a PCR test. • The school continues to work with local HPTs in the event of a school or local outbreak.

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			<ul style="list-style-type: none"> • Staff members and parents will need to engage with the NHS Test and Trace programme if they are contacted, meaning they need to be ready and willing to: <ul style="list-style-type: none"> ○ Book a PCR test if they (or their child) display symptoms. ○ Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace.
Fire and lockdown arrangements	All building occupants	Burns, smoke inhalation, fire related injuries, death, injuries relating to violence/aggression	<ul style="list-style-type: none"> • Employees are made aware of the current fire and lock-down procedures, including amendments to normal working practices due to the current situation; e.g. doors to be left ajar if possible. • Daily checks are made to ensure all required fire doors are kept unlocked and are available in the event of an emergency; <p>In the event of a fire alarm -</p> <ul style="list-style-type: none"> ○ Staff and pupils exit the building as we would for any other emergency evacuation. Social distancing to be maintained if possible but the priority is to exit the building in a safe and calm manner. ○ Staff to remove door stop when leaving the room/classroom. This is at all times and especially when doors have been held ajar to encourage airflow. ○ Staff to undertake their normal fire evacuation procedures, taking out the register and emergency grab bag as appropriate. <p>In the event of a lock-down -</p> <ul style="list-style-type: none"> ○ Staff to adhere to the school emergency plan ○ to call/liaise with the Police. ○ to lead pupils to a 'safe area' depending upon the type of security threat/lock-down. ○ Maintain social distancing unless there is an imminent risk to life.

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Contractors and visitors to site	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> All visitors will follow the Government's guidance and the school's strict hygiene and social distancing rules e.g. hand washing/sanitisation upon entry; Contractors must obtain permission before attending site and they may be asked to undertake a lateral flow test before accessing the school; Contractors will wear appropriate PPE as determined by their employer, however they may be asked to wear additional PPE (provided by the school) upon arrival e.g. gloves, mask, coveralls, shoe covers, etc. Contractors will comply with any additional PPE or hygiene requirements made by the school prior to entry; Contractors will keep the time spent on site to a minimum and will make all efforts to only attend site to carry out work during periods of reduced occupation; Alternative routes around or through the premises will be used as instructed by the school e.g. the school may usher the contractor through a fire escape door to access an adjacent room, rather than walking them through the school to reach their destination.
Employee isolation and reduced communication	Employees	Increased levels of stress/anxiety and lower than normal levels of wellbeing	<ul style="list-style-type: none"> In the event that staff members are working remotely, it is expected that they will teach their lessons from home via MS Teams where ever possible. The school will be sympathetic should there be extenuating circumstances such as being at home with small children who may make home teaching very challenging During a period of staff members working away from school, the Headteacher/Chair of Governors, or other senior personnel, will keep in regular contact with employees to monitor the working arrangements and offer support and advice where necessary; Communication with employees is accommodated via Team meetings, emails, text, phone calls, use of a shared drive on the LCC network, the Schools Portal, etc.

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			<ul style="list-style-type: none"> • It is recommended that staff check their emails out of hours in order that they can be aware if there are any COVID related health concerns e.g. the requirement for the member of staff to self-isolate. • There is flexibility in working hours and the amount of work completed by employees from home due to the current exceptional circumstances where employees may be looking after their own children at home or caring for other vulnerable family members; • Employees are able to make contact with a colleague or manager for advice and support, or just for reassurance, during the normal working day; <p>Employees are made aware of sources of information that will assist employee wellbeing such as:</p> <ul style="list-style-type: none"> ○ Employee Wellbeing ○ MIND web site ○ H&S COVID-19 web page

This general risk assessment will apply to this area/task/activity in most schools providing the control measures described are in operation and there are no further local significant hazards. If it does not fully apply and further control measures are required, please complete the Action Plan at Part C. If it fully applies please sign below.

I certify that the risk assessment above fully applies to the area/task/activity under assessment in St Bede's Catholic High School

Signed:

Name:

Risk:

Assessor:

School Daily Routines

8:50am-8:55am – Pupils arrive and wait on main yard lining up like a fire drill. If it is raining heavily, they will be directed straight to their form rooms. Y11 go straight to forms when the bell rings in any case.

8:55am-9:15am – SLT supervise – Form Teachers meet pupils and lead form group to form rooms from the yard.

9.15am - 10.05am - Lesson 1

10.05 - 10.55am - Lesson 2

10.50am - Year 7 & Year 8 dismissed for break

10:55 – 11.10 Break

Students line up on the yard for ROSLA/Hums/DT1/DT2/DT3/PE/SPH1, all other students move in, sanitising hands on their way in.

11.10 - 12.00 - Lesson 3

12.00 - 12.50 - Lesson 4

Lunch as per rota

13.35 - 14.25 - Lesson 5

14.25 - 15.15 - Lesson 6

End of the day

3.10pm - Y7, Y8 & Y9

3:15pm – Y10 & Y11

QUEUES FOR BUSES SHOULD BE INSIDE THE SCHOOL GATES ON THE GRASS